



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL



# H&S Policy

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Appendix 1 Changes to work practices this year which have had an impact on our Health and Safety practice and procedures

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## 1. Aims and Objectives (Statement of Intent)

- 1.1 The school's Governing Body and Senior Strategy Team (Headteacher, Nursery Teacher and School Business Manager) recognise and accept their responsibilities for health and safety under civil and criminal law and also under the Services to People's directorate scheme of delegation, for local management of schools.
- 1.2 As responsible employers and/or persons in control of premises, the requirement to provide, so far as is reasonably practicable, a safe and healthy working environment for all employees, visitors and pupils is acknowledged.
- 1.3 In doing so, the school will expect all staff, parents, families, children and visitors to respect and abide by the requirements of this policy.
- 1.4 In compliance with the Health and Safety at Work etc. Act 1974, the school's Governing Body will ensure so far as is reasonably practicable that:
  - The premises are maintained in a safe condition.
  - Safe access to and egress from the premises is sustained.
  - All plant and equipment are safe to use.
  - Appropriate safe systems of work exist and are followed.
  - Sufficient information, instruction, training and supervision are provided.
  - Accidents and work-related illnesses are prevented where possible.
  - The school complies with all appropriate statutory requirements.
  - All risks are minimised via robust risk assessments and policies.
  - Policies are reviewed regularly to ensure effectiveness.
  - High targets and objectives are set to develop the school's culture of continuous improvement.
  - Adequate welfare facilities are available throughout the school.
  - Adequate resources are available to address health and safety issues, so far as is reasonably practicable.
  - Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees.

### Review

The Head Teacher/individual with delegated responsibility for health and safety will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected, to ensure that precautions remain suitable and sufficient, by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

Governors are required to take steps to ensure that they are kept informed of Stockport Metropolitan Borough Council's advice and guidance on health and safety matters.

Health and Safety is a fixed agenda item on the termly meeting of the Governing Board Committee.

The School must review the Health and Safety Policy annually.

Staff will be consulted via staff meetings, e-mail updates and through a Health and Safety checklist. Once completed the policy is e-mailed to all staff to be read. A hard copy is available in the Health and Safety files in the front office. In addition to this, a Health and Safety checklist is given to all staff as part of the induction process. The document details Health and Safety procedure at Lark Hill Nursery School.

The Headteacher is responsible for the day to day management of health and safety for all and in her absence the Nursery Teacher and School Business Manager will deputise as appropriate. All staff aim to create an environment which is safe and healthy for the benefit of all.

**An approach to ensure health and safety is taken seriously by all**

We are always reflecting on the environment we offer and thinking how to improve it for staff, children, their families and other visitors. Staff and Governing Board Meetings are a regular opportunity to raise any concerns and find solutions.

- All staff are alert to potential hazards in the environment e.g. sand and water spillages and encourage the children when appropriate to be involved in tidying them away to ensure the safety of others. All staff are responsible for removing / reporting and damaged equipment.
- Damaged equipment or furniture is removed immediately.

Name: Jo O'Raw

Name: Hannah Rahman

Signature:

Signature:

Date:

Date:

Head Teacher

Chair of Governors

## 2. Legal Framework

### 2.1 The law requires all employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with their employers on health and safety matters
- Do their work in accordance with training and instructions
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
- Follow health and safety procedures put in place by their employer.

### 2.2 All staff in schools have a common law duty when in charge of pupils to take the same care of them as they would as a parent.

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974:  
<https://www.legislation.gov.uk/ukpga/1974/37/contents>
- The Workplace (Health, Safety and Welfare) Regulations 1992:  
<https://www.legislation.gov.uk/uksi/1992/3004/contents/made>
- The Management of Health and Safety at Work Regulations 1999:  
<https://www.legislation.gov.uk/uksi/1999/3242/contents/made>
- The Control of Substances Hazardous to Health Regulations 2002:  
<https://www.hse.gov.uk/nanotechnology/coshh.htm>
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:  
<https://www.legislation.gov.uk/uksi/2013/1471/contents/made>
- The Construction (Design and Management) Regulations 2015:  
<https://www.hse.gov.uk/construction/cdm/2015/index.htm>
- The Personal Protective Equipment at Work Regulations 1992:  
<https://www.legislation.gov.uk/uksi/1992/2966/contents/made>
- The Education (School Premises) Regulations 1999:  
<https://www.legislation.gov.uk/uksi/1999/2/contents/made>
- The Ionising Radiation Regulations 2017 (IRR17):  
<https://www.legislation.gov.uk/uksi/2017/1075/contents/made>
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law):  
<https://www.legislation.gov.uk/uksi/2019/1218/made>

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools':  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals':  
<https://www.gov.uk/government/publications/storing-and-disposing-of-hazardous-chemicals-in-schools>
- HSE (2014) 'Sensible health and safety management in schools':  
<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

The Health and Safety at Work etc. Act 1974 determines British health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act.

The Management of Health and Safety at Work Regulations 1999 supports the Act. Schools should make sure they are familiar with both of these documents.

### 3. Scope

- 3.1 The policy applies to all schools with the Metropolitan Borough who buy back the Health and Safety Package from the Local Authority.
- 3.2 It is important to remember that all staff have three basic rights:
  - ✓ The right to know about health and safety matters.
  - ✓ The right to participate in decisions that could affect their health and safety.
  - ✓ The right to refuse work that could affect their health and safety and that of others

### 4. Who Does What (Roles and Responsibilities)

- 4.1 This section outlines who is responsible for what and delegates tasks and duties in a hierarchical fashion.

#### **The Governing Board of Lark Hill Nursery School**

**The Governing Board are responsible for health and safety matters at a local level including but not restricted to:**

- Ensuring adherence to the local authority health and safety policy, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment.
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (the local authority, or other body

as necessary), any hazards that the establishment is unable to rectify from its own budget.

- Seeking specialist advice on health and safety that the establishment may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions and takes account of local authority policy and procedures.

**Nominated Governor: Hannah Rahman**

**The Headteacher: Jo O'Raw**

Overall responsibility for the day-to-day management of health and safety in accordance with the Local Authority's health and safety policy and procedures rests with the Head Teacher.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

**The Head Teacher has responsibility for:**

- Co-operating with the Local Authority and governing body to enable health and safety policy and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Local Authority where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Local Authority any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant, and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with local authority policy.

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

The task of managing health and safety on the site has been delegated by the Head to: The School Business Manager, Karen Fairweather.

- Attend Senior Strategy Team meetings, full Governing Board and Committee meetings relating to Health, Safety and Wellbeing
- Negotiate and influence strategic decision making within the school's Strategy Team relating to Health, Safety and Wellbeing
- In the absence of the Head Teacher, take delegated responsibility for Health and Safety related decisions
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g., catering, cleaning, etc., are monitored and managed effectively
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly..
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all stakeholders
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with stakeholders on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk Assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, and Governors Executive
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs



The task of overseeing health and safety on the site has been delegated by the Head to: The Caretaker

**Responsibilities of the Caretaker include, but are not limited to the following:**

- To clean designated areas in accordance with the Authority's approved methods, frequencies and standards.
- To assist the Headteacher in monitoring the cleaning standards achieved by outside contractors on site.
- To ensure that the premises are kept secure and safe, including locking & unlocking buildings,
- Ensure the building alarm is activated & deactivated & premises are secured.
- Use equipment, machinery and cleaning materials as directed and to ensure that such equipment is satisfactorily maintained.
- Ensure that accidents at work and defects of equipment and machinery are reported to the appropriate sources.
- Undertake administrative/clerical duties connected with the caretaking and cleaning service i.e., order forms, stock returns, work orders, time sheets etc

**Responsibilities of all Staff:**

Under the Health and Safety at work etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
  - Wear clothing and footwear suitable for an environment which regularly has wet floors.
- Report all accidents and incidents in line with the school's reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the Headteacher, Teacher or School Business Manager.
- Report immediately to the Headteacher any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery for the purpose that it is intended and that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## 5. How Risks are Managed (Arrangements)

This section outlines the arrangements the school has for the completion of risk assessments and the practical control measures that are in place to reduce risk to all those present on site at a school at any given time. These measures form part of the Occupational Health, Safety and Welfare Management System (OHSWMS) that is audited on an annual basis, or as and when necessary, by the Local Authority.

Risk assessments consider what measures you need to protect the health and safety of all; staff; pupils; visitors and contractors

Schools will need to think about the risks that may arise in the course of the school day. This could include anything related to the operation of the school premises or delivery of the school curriculum, whether this is on or off site.

Factors included in risk assessments will vary between schools, although some will appear in most schools. The HSE provides guidance on the risk assessment process and Coronavirus: latest information and advice can be found at:

- Health and Safety Executive-Guidance-Industries-Public services-Education:  
<https://www.hse.gov.uk/services/education/>

### 5.1 Accident and RIDDOR Reporting Procedure

The school reports in accordance with the Local Authorities accident/incident reporting procedure, which requires employees to report accidents, violent incidents, dangerous occurrences, and near misses using the online reporting system.

- Interactive Stockport.gov.uk:  
<http://interactive.stockport.gov.uk/olf/AccidentsandIncidents/01-What.aspx>

School accident reports are monitored for trends on a termly and annual basis and a report made to the Governors at the next scheduled meeting.

The Head Teacher, or the School Business Manager, investigates accidents and takes remedial steps to avoid similar instances recurring.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be investigated by the SMBC Health Safety and Wellbeing Team because this responsibility is delegated to them through the school's H&S SLA. Please call the team on 0161 474 3056 for assistance.

Responsibility for accident/near miss reporting is with: **Karen Fairweather, our School Business Manager.**

SLA Navigation: Accident and RIDDOR Reporting Procedure	
➤	Accident and RIDDOR Reporting-Reporting an accident, incident or near miss in a school-One Page Guidance Note (Jan 2022)
➤	Accident and RIDDOR Reporting-Accident Reporting Guidance for Schools (Jan 2022]
Other Resources: Accident and RIDDOR Reporting Procedure	
➤	Incident Reporting in Schools HSE EDIS1: <a href="https://www.hse.gov.uk/pubns/edis1.pdf">https://www.hse.gov.uk/pubns/edis1.pdf</a>
➤	Reporting Accident in Schools: <a href="https://www.safetyfirstaid.co.uk/reporting-accidents-in-schools/">https://www.safetyfirstaid.co.uk/reporting-accidents-in-schools/</a>

## 5.2 Asbestos Management

Asbestos Responsible Person: **Jo O'Raw**

The Asbestos Responsible Person has received Asbestos Awareness Training delivered by **Stockport Homes**

### The Asbestos Responsible Person will ensure that:

- The asbestos register is maintained and that any changes are recorded and notified to the authority.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and is recorded in the asbestos log.

The Asbestos Register is held: **In the Health and Safety file.**

SLA Navigation: Asbestos Management	
➤	Asbestos-Asbestos Management and Control-Policy Document Feb 2020
➤	Asbestos-How to Manage Asbestos in your School-One Page Guidance Note Apr 2019.
Other Resources: Accident Reporting	
➤	Asbestos Management in Schools Guidance: <a href="https://www.gov.uk/guidance/asbestos-management-in-schools">https://www.gov.uk/guidance/asbestos-management-in-schools</a>
➤	Asbestos in Schools: <a href="https://www.hse.gov.uk/services/education/asbestos.htm">https://www.hse.gov.uk/services/education/asbestos.htm</a>

## 5.3 Buildings and Facilities

Schools are required to follow The School Premises (England) Regulations 2012 and meet compliance standards as outlined by the Department for Education (DfE). Safeguarding children is also very important, making the need for safe and secure buildings a high priority.

To be effective, school facilities management requires a nominated individual to co-ordinate activity, implement processes, and use software solutions to support them. A recommended tool to help manage buildings and facilities and ensure compliance is Every: <https://www.weareevery.com/>

Strategic estate management is the activity that seeks to make sure the land and buildings in a school estate support the responsible body's overall education goals and objectives over time. It is a whole organisation activity - to be effective it must be fully coordinated and integrated with the organisation's business planning processes.

Good strategic estate management will help your school be:

<b>1. Safe</b>	Poorly maintained schools are likely to be more hazardous.
<b>2. Successful</b>	Ensuring that facilities are designed well for delivering the curriculum and avoiding poor physical environments can be linked with levels of attainment.

<b>3. Financially sustainable</b>	An effectively managed estate will minimise surplus provision, minimise revenue costs, optimise revenue generation, prioritise investment and maintain asset value.
<b>4. Efficient</b>	Repairs, maintenance and works to schools can be planned, minimising emergency works and preventing failures and loss of facilities. Planned works will be less costly than emergency works.
<b>5. Appealing</b>	A well-maintained school will help create a positive impression and attract pupils.

SLA Navigation: Building and Facilities	
➤	Buildings and Facilities-Guidance for Schools Essential Maintenance-ESFA Document 2016
➤	Buildings and Facilities-Window Delimiter Safety Notice updated Jan 2022
➤	Buildings and Facilities-Short Guidance Note, The inspection routines for goal posts
➤	Buildings and Facilities-Don't Slip Up Poster
Other Resources: Building and Facilities	
➤	Managing Risks in Schools: <a href="https://www.hse.gov.uk/services/education/index.htm">https://www.hse.gov.uk/services/education/index.htm</a>
➤	School Maintenance and Construction Work: <a href="https://neu.org.uk/advice/school-maintenance-and-construction-work">https://neu.org.uk/advice/school-maintenance-and-construction-work</a>

#### 5.4 Child Injury Prevention

The Child Accident Prevention Trust (CAPT) provides an excellent repository of resources, materials and guidance a link to their website appears below.

Child Safety Week is an annual community education campaign run by (CAPT), acting as a catalyst for thousands of safety conversations and activities UK-wide. They help families build confidence and skills in managing the real risks to children's safety. They want all children to have the freedom to grow and learn, safe from serious harm.

Other Resources: Child Injury Prevention	
➤	Child Accident Prevention Trust: <a href="https://www.capt.org.uk/Pages/Category/who-we-are">https://www.capt.org.uk/Pages/Category/who-we-are</a>
➤	Keeping children safe in education: <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a>
➤	Safeguarding in schools: <a href="https://learning.nspcc.org.uk/safeguarding-child-protection-schools">https://learning.nspcc.org.uk/safeguarding-child-protection-schools</a>

#### 5.5 Competent Person(s)

Schools must appoint a competent person to ensure they meet their health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to give sensible guidance about managing the health and safety risks at the school.

This can be someone appointed directly by the school, or the employer can arrange support from outside the school. If the school chooses not to use the Council's health and safety SLA, they must appoint a 'competent person' to provide 'health and safety assistance' in accordance with Regulation 7 of the Management of Health & Safety at Work Regulations 1999.

The school gets their competent health and safety advice from:  
**Council's Health and Safety Team**

Other Resources: Competent Person(s)	
➤	Advice from the Health and Safety Executive: <a href="https://www.hse.gov.uk/services/education/fags.htm">https://www.hse.gov.uk/services/education/fags.htm</a>

## 5.6 Control of Substances Hazardous to Health (COSHH)

All substances which may be considered hazardous to health must have been assessed.

A copy of the health and safety data sheet and COSHH assessment will be available in the location where the chemicals are used/stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

SLA Navigation: Control of Substances Hazardous to Health (COSHH)	
➤	Guidance and Procedure Document Including Risk Assessment- OSHH Managing CoSHH in school's <a href="https://www.educationstockport.uk/Pages/Download/5ea30be2-be86-4f2f-b95d-7e7a20da65bb/PageSectionDocuments">https://www.educationstockport.uk/Pages/Download/5ea30be2-be86-4f2f-b95d-7e7a20da65bb/PageSectionDocuments</a>
Other Resources: Control of Substances Hazardous to Health (COSHH)	
➤	Advice for schools from the Health and Safety Executive: <a href="https://www.hse.gov.uk/services/education/publications.htm#a7">https://www.hse.gov.uk/services/education/publications.htm#a7</a>
➤	A step by step guide to COSHH assessment [hsg97]: <a href="https://www.hse.gov.uk/pubns/priced/hsg97.pdf">https://www.hse.gov.uk/pubns/priced/hsg97.pdf</a>

## 5.7 Display Screen Equipment (DSE)

It is the school's duty as outlined in the Health and Safety (Display Screen Equipment) Regulations as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, to identify if employees would be classed as DSE Users, and assess their needs appropriately.

The definition of a DSE user is:

'An employee who habitually uses DSE for a significant part of their working day'

The school adopts and follows SMBC's DSE Guidance taken from the staff handbook (January 2019) section 15.4 which is reproduced below:

"Employees who use a computer or other Display Screen Equipment for a significant part of their working day are entitled to an eyesight test to be carried out by a qualified Optician.

The Council will pay for the cost of eyesight tests and the provision of glasses up to but not exceeding the current amount set out in the Pay, Additional Payments and Allowances policy, which says that for a "Subsidy for corrective glasses (Display Screen Use) An allowance of £62.94 will be made to employees who need corrective glasses to comply with Display Screen Equipment (DSE) Regulations.

In order to process any claim for reimbursement for these, the prescription detailing exclusive VDU use must be provided on application to your Manager to check criteria and must be kept for 6 years after application. Claims for reimbursement can only be processed if made on iTrent employee self-service and must be claimed within 6 months of the test. Only one claim within any 2-year period can be made. However, if employees are experiencing problems associated with VDU or DSE use then you should contact HR for advice.

If an employee enters into a period of notice, the Council will not reimburse for eye tests or prescriptions for glasses.

All school staff who habitually use computers as a significant part of their normal work (seated at a workstation with continuous or near continuous spells of an hour will be asked to complete a DSE Self-Assessment.

SLA Navigation: DSE	
➤	Display Screen Equipment-Stockport Schools DSE Guidance November 2021
Other Resources: DSE	
➤	Guidance on use of equipment while working remotely: <a href="https://www.nasuwat.org.uk/advice/health-safety/using-display-screen-equipment-remote-education.html">https://www.nasuwat.org.uk/advice/health-safety/using-display-screen-equipment-remote-education.html</a>
➤	Work With Display Screen Equipment: Guidance on the DSE Regulations: <a href="http://www.hse.gov.uk/pubns/price/l26.pdf">http://www.hse.gov.uk/pubns/price/l26.pdf</a>
➤	A step by step guide to DSE – indg36: <a href="https://www.hse.gov.uk/pubns/indg36.PDF">https://www.hse.gov.uk/pubns/indg36.PDF</a>
➤	The Key DSE policies: <a href="https://schoolleaders.thekeysupport.com/policy-expert/health-safety/display-screen-equipment-dse-policies/">https://schoolleaders.thekeysupport.com/policy-expert/health-safety/display-screen-equipment-dse-policies/</a>
Training: DSE	
➤	Workstation DSE Assessment in Education <a href="https://www.firsthealthandsafety.co.uk/Workstation-DSE-Assessment-Education">https://www.firsthealthandsafety.co.uk/Workstation-DSE-Assessment-Education</a>

## 5.8 Electrical Safety (Including PAT)

Arrangements are in place for the testing of fixed wiring and fixed appliances by competent electrical engineers.

We had our last 5 year fixed wire safety check in 2021.

### What the School Must Do:

- When purchasing equipment, ensure that it is suitable for intended use and built to a relevant British Standard
- Establish a system for correctly wiring and fusing new appliances before use
- Ensure sufficient sockets are available before purchasing extra electrical equipment
- Ensure that no portable electrical equipment is brought onto premises and used unless it has been inspected by a competent person
- Consider other means of reducing risk e.g., low voltage equipment, RCDs. (circuit breakers)
- Ensure that a system is in place to ensure regular inspection and testing of high-risk portable electrical equipment annually and the fixed installation equipment every 5 years by a competent person.
- Ensure that a system is in place for reporting faulty electrical equipment
- Ensure systems exist to withdraw all faulty equipment from service until repaired by a competent person

- Monitor arrangements, follow-up action and risk assessment according to results
- Ensure all contractors working with electricity are competent.
- Keep records of maintenance throughout the life of the system/equipment

In order to reduce the risk, Portable Appliance Testing (PAT) should be standard practice when:

- There is reason to suppose the equipment may be defective, but this cannot be confirmed by visual inspection.
- Any repair, modification or similar work has been done to the equipment;
- An interval has elapsed appropriate to the equipment, the manner and frequency of use and the environment

Those who wish to undertake electrical testing work would normally be expected to have more knowledge and to be able to demonstrate competence through the successful completion of a suitable training course.

They should know how to use the equipment correctly and how to interpret the results. Where testing is done by a contractor invited to a site, safe working arrangements must be discussed and agreed before the work starts. This enables everyone concerned to know who is doing what and who is responsible for what, so that the work can be done safely and without risk to the contractor's employees, the site employees and others who might be affected.

SLA Navigation: Electrical Safety (including PAT)	
➤	Electrical Safety-PAT SMBC Guidance, Risk Assessment & Debunking the Myths of PAT, Nov 2021
➤	Electrical Safety-Seaward Portable Appliance Testing – A Practical Guide
➤	Electrical Safety-SMBC Safety Notice on Electric Gates
Other Resources: Electrical Safety (including PAT)	
➤	Maintaining portable electric equipment in low-risk environments <a href="https://www.hse.gov.uk/pubns/indg236.pdf">https://www.hse.gov.uk/pubns/indg236.pdf</a>
➤	Electrical Safety in Schools <a href="https://www.hse.gov.uk/toolbox/electrical.htm">https://www.hse.gov.uk/toolbox/electrical.htm</a>

## 5.9 Fire Safety (Including PEEPS)

The school will ensure that a fire evacuation drill is completed at least once per term and will record the date, time taken to evacuate and any other relevant details in the fire logbook.

The fire logbook will be kept up to date with entries for weekly fire alarm checks and fire door (means of escape) checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people via Personal Emergency Evacuation Plans PEEP.

The Headteacher and Governors will ensure a school Fire Risk Assessment is completed and reviewed at least annually by the competent person at the school and a full Fire Risk Assessment (FRA) by an external professional is completed every 4 to 5 years.

There are no specific time periods in law for how often fire risk assessments must be carried out or reviewed. The law simply says that the person responsible for the assessment in your building must review it 'regularly' to make sure it's up to date.



The responsible person must review the fire risk assessment if:

- there's reason to think it's no longer valid (for example, if there has been a fire in the building)
- there have been significant changes since the assessment was done (for example, major building works or more people using the building)

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

SLA Navigation: Fire Safety (including PEEPS)
<ul style="list-style-type: none"><li>➤ Fire Safety on School Sites-PEEP Guidance for Schools Jan 2022</li><li>➤ Fire Safety on School Sites-Fire Safety Guide and Logbook for Schools Sept 2020</li><li>➤ Fire Safety on School Sites-Fire Safety Guidance For schools, SMBC Guidance Apr 2020</li><li>➤ Fire Safety on School Sites- Guidance for Safe use of Fire Extinguishers Apr 2020</li><li>➤ Fire Safety on School Sites-Short Guidance Note on Children's Display Work Mar 2019</li><li>➤ Fire Safety on School Sites-Fire Emergency Plan, SMBC Model Plan for Schools Jul 2017</li><li>➤ Fire Safety on School Sites-Short Guidance Note on Fire Risk Assessment July 2016</li></ul>
Other Resources: Fire Safety (including PEEPS)
<ul style="list-style-type: none"><li>➤ General Fire Safety Hazards – Guidance from the HSE <a href="https://cpdonline.co.uk/knowledge-base/health-and-safety/fire-safety-in-schools/">https://cpdonline.co.uk/knowledge-base/health-and-safety/fire-safety-in-schools/</a></li><li>➤ Fire Safety including risk assessment in Educational Premises: <a href="https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises">https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises</a></li></ul>
Training: Fire Safety (including PEEPS)
<ul style="list-style-type: none"><li>➤ Fire Safety in Schools Everything a school needs to know about fire safety free on-line learning <a href="https://cpdonline.co.uk/knowledge-base/health-and-safety/fire-safety-in-schools/">https://cpdonline.co.uk/knowledge-base/health-and-safety/fire-safety-in-schools/</a></li></ul>

## 5.10 First Aid

As part of the Statutory Framework for Early Years Foundation Stage (2021) we are required to have one Paediatric First Aid Trained Staff on site at any one time. We aim for all of our staff who work with the children to have this qualification.

The HSC provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they recommend that: a lower risk place of work (e.g. shops, offices, libraries), with fifty to one hundred employees, should consider having at least one first aider;

Up to date lists of all first aiders are displayed **in the main room by the first aid box**

The appointed first aiders are:

**Jo O'Raw and Chloe Higgins**

First aid kits are located in the Staff room / Main room / Resource Room and Living Room.

Portable kits are made available to staff for off-site trips and visits.

SLA Navigation: First Aid
<ul style="list-style-type: none"><li>➤ First Aid-SMBC Policy Statement and Long Guidance Note on First Aid for Schools November 2021</li><li>➤ First Aid-New Rules Regarding Paediatric First Aiders Guidance Note 2017</li><li>➤ First Aid-SMBC Short Guidance on First Aid for Schools 2016</li></ul>



➤ First Aid-SMBC Health and Safety Notice – Use of Heat Packs 2011
<b>Other Resources: First Aid</b>
➤ Guidance for First Aid in Schools: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf</a>
➤ First Aid in Schools: <a href="https://neu.org.uk/advice/first-aid-schools">https://neu.org.uk/advice/first-aid-schools</a>

### **Administering of Medicines**

If a child needs regular, long term medication we ask the families to complete a permission form and we also keep a record of when we have administered the medication. We ask families to let us know what dose a child has had before Nursery. Another staff member would always witness and sign when medicine is given to a child. Asthma Inhalers are kept labelled in the locked drawers in our First Aid Area and when they are able to the children are encouraged to use them for themselves. We last had asthma update training for all of the staff in the Autumn 2022.

### **Illness**

We include in our handbook information about the time off Nursery children will need to have if they catch particular illnesses such as chicken pox. We also report any significant outbreaks or reportable diseases to the Control of Infection unit at Stepping Hill Hospital. We refer to their guidance for exclusion periods to advise families.

### **Provision for first aid**

#### **(Informed by the Health and Safety (First Aid) Regulations 1981)**

We keep first aid equipment in a cupboard in the main room which contains basic equipment. We post accident forms on Tapestry during the day and ask parents for a signature as well on collection. We will also ring families immediately if a child has an accident which may be distressing to see on arrival at Nursery e.g. bump on head so they are emotionally prepared and can discuss next steps. All core staff have had paediatric first aid training and are on a rolling programme of being updated over a three year period. Jo O'Raw is the named First Aider who checks the equipment and is responsible for ordering supplies and monitoring the pattern of accidents with the School Business Manager and identifying if there are any recurring concerns. Students are asked to refer an accident to a member of staff. All accidents are written in the H.S.E. produced accident book, the parent is informed when appropriate, sign the form and it is then kept in a confidential file in a locked cupboard. Adult accidents are recorded in the adult version which is kept in the office. It is the responsibility of any adult who is injured to ensure their accident is recorded. We report all relevant accidents / incidents/ near misses to the Health and Safety Team at Stockport Council (and all incidents which concern members of staff.)

### **Ringling families, seeking medical advice and calling an ambulance**

If we think a child may need medical attention we will ring their families immediately.

If a child is having an asthma attack or is unconscious we would ring for an ambulance immediately.

We have been advised by Millie's Trust that if a child can breathe and is conscious and can walk or with some guidance get to a vehicle then we would not ring an

ambulance and would contact the family as the child will be able to receive medical attention more quickly.

If we are unable to reach a family member after 10 minutes we may have to call an ambulance. (We remind families each term to make sure they give us their up to date contact details).

If we are unsure what medical attention may be needed we would ring 111 for advice.

#### **Vomiting and diarrhoea protocol**

Vomiting and diarrhoea are infections which are very easily spread amongst young children. After any incident the family must be notified and the child collected from Nursery. We will thoroughly clean any contaminated area as the area can be highly contagious. We ask families to keep children at home for 48 hours after their last incidence of sickness / diarrhoea and to have been eating normally again to minimise the risk of infecting others.

### **5.11 Health and Safety Audits and Inspections**

Regular visual inspections of the site and installations, where defects are identified and recorded are carried out by the Headteacher. We recommend that this kind of safety tour be completed every month as part of best practice.

A documented facilities and health and safety inspection of the site will be carried out termly by the School Business Manager, Headteacher and Health and Safety Governor.

The Headteacher with the Health and Safety Governor will undertake an inspection of the premises and safety management systems on an annual basis and report to both the relevant sub-committee and full governing body meetings.

As part of the Health, Safety, and Wellbeing team service level agreement an annual Audit and Inspection of the site is undertaken.

SLA Navigation: Health and Safety Audits and Inspections	
➤	Health and Safety Audits and Inspections-Schools Health Safety and Welfare Inspection Checklist (January 2022)
➤	Health and Safety Audits and Inspections-Inspection and Audit Report Format (June 2019)
➤	Health and Safety Audits and Inspections-Compliance Spreadsheet
Other Resources: Health and Safety Audits and Inspections	
➤	Health and Safety Responsibilities for Schools: <a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools</a>

### **5.12 Health Care Plans**

Individual healthcare plans are **documents drawn up involving people who might be required to contribute to a child's care while at school**. This could include the head teacher, the teacher, the health visitor, nursery practitioners who might need to provide medical or emergency care, parents and their children.

Health care plans are in place for those pupils with complex medical needs e.g., chronic, or ongoing medical conditions.

These plans are reviewed annually by **Jo O'Raw**

#### Other Resources: Health Care Plans

- What is an individual health care plan:  
<https://www.educare.co.uk/news/what-is-an-individual-health-care-plan>

### 5.13 Infection Control

The school follows Government Guidance and regularly checks SLA online for updates.

Prevent the spread of infections by ensuring routine immunisation, high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment. Please contact the Public Health Agency Health Protection Duty Room (Duty Room) on 0300 555 0119 or visit [www.publichealth.hscni.net](http://www.publichealth.hscni.net) or [www.gov.uk/government/organisations/Public-health-england](http://www.gov.uk/government/organisations/Public-health-england) if you would like any further advice or information, including the latest guidance.

#### SLA Navigation: Infection Control

- Infection Control-Introduction and infections in childcare setting chapters 1 & 2 (March 2021)
- Infection Control- Guidance on infection control in schools, Public Health Agency (March 2017)
- Infection Control-Guidelines for the management of scarlet fever HM Gov (2017)

#### Other Resources: Infection Control

- The latest information (3 December 2021) to help manage Covid in school and education settings:  
<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>
- The latest operational guidance (2 December 2021) for Covid 19 in schools:  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

### 5.14 Legionella Prevention

The school has a Legionella Risk Assessment and a Written Scheme of Control which is held **in the Health and Safety files in the front office.**

The Headteacher is responsible for ensuring that actions identified are completed including monthly temperature checks and the weekly flushing records.  
We have a buy back to carry out this service.

#### SLA Navigation: Legionella

- Managing Legionella-SMBC Legionella Policy Dec 2021
- Managing Legionella-Legionella Difference between Risk Assessment and Written Scheme of Works Short Guidance Note 2021
- Managing Legionella-Legionella Short Guidance note 2016
- Managing Legionella-L8 ACOP 2013 Edition 4
- Managing Legionella- Water checks recording template

#### Other Resources: Legionella

- Advice for school with managing legionella:  
<https://www.waterhygienecentre.com/blog/legionella-schools>
- Managing Contractors Guidance from the HSE:  
<https://www.hse.gov.uk/healthservices/legionella.htm>
- Legionnaires' Disease – A Brief Guide for Duty Holders INDG458  
<https://www.hse.gov.uk/pubns/indg458.pdf>

### 5.15 Lockdown and Invacuation

Those with responsibility for schools and colleges are advised to consider the threat from a broad range of terrorist methodologies. Such methodologies may include Vehicle as a Weapon, Marauding Attacks with either bladed weapons or firearms and improvised explosive devices etc. Planning your emergency response should such an incident occur would likely require a range of emergency responses, including a consideration of emergency evacuation, “invacuation” (inward evacuation) & lockdown procedures, alongside the use of protected spaces.

Although most people use the term ‘lockdown’ to refer to getting everyone into a safe place and sealing the exits, it is actually one element of a wider practice known as ‘invacuation’. **Invacuation** is the process of getting everybody inside and safe and securing the building.

In most cases, children will stay inside during an invacuation, and the school day can continue as normal, just with everyone staying indoors.

**Lockdown** goes a step further, in that everyone on the premises – staff, children and visitors – are moved away from the potential danger to a place where they cannot be seen from outside the building.

Lockdown is only used in extreme circumstances where there is a serious and current threat to the safety of those in the building and/or facilities.

Invacuation might be required if:

- There is local air pollution due to a nearby fire or chemical release.
- There is a fierce dog or wild animal on the grounds.
- There is an incident or civil disturbance in the area that might affect the school.

Lockdown might be implemented if:

- There is an aggrieved, deranged, or intoxicated person trying to gain access to the school (this could be a parent or a stranger).
- There is an intruder on the site.
- There is an internal threat from a student.

Invacuation or lockdown could be triggered if there is an urgent imminent threat, or as a precaution because of a threat in the vicinity.

Legislation requires schools to take appropriate measures to keep users of school sites safe.

The complexity of the Lockdown plan will depend on the school’s perception of risk: for instance, inner city schools and faith schools may feel more under threat than a small rural school.

#### **Invacuation**

In most schools, an invacuation will take the following shape:

1. A clear signal should be given that pupils, staff, and visitors can identify as an invacuation signal. **For us this is the word LOCKDOWN.**

2. If children are outside, staff should immediately take them to the sofa area area or the nearest safest area inside the building.
3. All external doors and windows should be shut and locked as necessary.
4. The register is taken to ensure all children are accounted for.
5. The staff member in charge of taking the register must notify the office if any children are unaccounted for.
6. Everyone should remain where they are until the all clear is given.

### **Lockdown**

Schools should identify suitable lockdown areas to be used in serious incidents. A lockdown area should be large enough to accommodate the likely number of people who would need to use it.

Ideally, a lockdown area should also:

- Have a separate means of escape.
- Have no windows or doors directly to the outside.
- Have a lockable door.

The steps taken will be the same as during an invacuation, but there should be an additional signal that lets people know the school is in lockdown. The doors and windows must be shut and locked, and blinds or curtains should be drawn. Depending on the nature of the threat, children may be told to hide under their tables.

Schools should identify a staff member who will be responsible for supervising each lockdown area.

Schools should practise invacuation procedures with children, in the same way and with the same frequency that they hold fire drills.

Schools must take care not to frighten children and clear, strong communications are required to ensure that children know that practices are for the purpose of preparing them for the “real thing”, without introducing a fear factor. The more lockdowns are practised the less fearful children become. In our context we do not think the children will be aware of the possible dangers so the practice of lockdown is gathering together by the sofas as they would do for a story time.

SLA Navigation: Lockdown and Invacuation	
➤	Lockdown/Invacuation-Lockdown Template for Schools, Gov.UK
➤	Lockdown/Invacuation-West Yorkshire Safer Schools Forum Invacuation Guidance Note 2020–cited as Best Practise
Other Resources: Lockdown and Invacuation	
➤	Talking to children about terrorism and distressing events: <a href="https://www.theschoolrun.com/talking-children-about-terrorism-and-distressing-events">https://www.theschoolrun.com/talking-children-about-terrorism-and-distressing-events</a>
➤	Crowded places guidance: <a href="https://www.gov.uk/government/publications/crowded-places-guidance/evacuation-invacuation-lockdown-protected-spaces">https://www.gov.uk/government/publications/crowded-places-guidance/evacuation-invacuation-lockdown-protected-spaces</a>
➤	School Lockdown Procedures NASUWT: <a href="https://www.nasuwt.org.uk/advice/health-safety/school-lockdown-procedures.html">https://www.nasuwt.org.uk/advice/health-safety/school-lockdown-procedures.html</a>
➤	How to Create a Lockdown Procedure: <a href="https://cie-group.com/how-to-av/videos-and-blogs/how-to-create-a-school-lockdown-procedure">https://cie-group.com/how-to-av/videos-and-blogs/how-to-create-a-school-lockdown-procedure</a>

### 5.16 Lone Working

Staff are encouraged not to work alone in school. Where lone working is deemed necessary it is risk assessed and monitoring systems put in place.

The school adopts and follows SMBC's Lone Working Policy.

Our Caretaker cleans the site between 3pm and 5pm. The Caretaker for the Primary School is on site until at least 5:30pm. The Headteacher or Nursery Teacher opens Nursery between 7:30am – 7:50am and the Primary School Caretaker is on site from 6:30am.

SLA Navigation: Lone Working
<ul style="list-style-type: none"><li>➤ Lone Working-Lone Working and Personal Safety Policy Dec 2021</li><li>➤ Lone Working-Lone Working Risk Assessment Template Dec 2021</li><li>➤ Lone Working-indg73 HSE Protecting Lone Workers Mar 2020</li></ul>
Other Resources: Lone Working
<ul style="list-style-type: none"><li>➤ Best practice on managing lone working: <a href="https://www.suzyamlplugh.org/">https://www.suzyamlplugh.org/</a></li><li>➤ HSE Guidance: <a href="https://www.hse.gov.uk/lone-working/employer/manage-the-risks-of-working-alone.htm">https://www.hse.gov.uk/lone-working/employer/manage-the-risks-of-working-alone.htm</a></li></ul> <p>National Education Union Guidance for Lone Working: <a href="https://neu.org.uk/advice/lone-working-support-staff">https://neu.org.uk/advice/lone-working-support-staff</a></p>

### 5.17 Managing Contractors

The school-based person appointed to liaise and monitor contractors on site is: Karen Fairweather

The school adopts and follows SMBC's Managing Contractors Policy.

SLA Navigation: Managing Contractors
<ul style="list-style-type: none"><li>➤ Managing Contractors-Management of Contractors Policy Version 3 (2021)</li><li>➤ Managing Contractors-Managing Contractors Short Guidance Note (2020)</li><li>➤ Managing Contractors-Management of Contractors Permit to Work Guidance and Template (2021)</li></ul>
Other Resources: Managing Contractors
<ul style="list-style-type: none"><li>➤ Managing Contractors Guidance from the HSE: <a href="https://www.hse.gov.uk/pubns/priced/hsg159.pdf">https://www.hse.gov.uk/pubns/priced/hsg159.pdf</a></li><li>➤ Advice for school with managing contractors: <a href="https://www.safety-mark.co.uk/managing-contractors-in-schools/">https://www.safety-mark.co.uk/managing-contractors-in-schools/</a></li></ul>

### 5.18 Managing Medical Conditions (Inc. Allergens and Anaphylaxis)

The school follows DfES guidance on the dispensing of medicines within school.

The administration of medicines is the overall responsibility of parents/carers. The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers. We only give medicines prescribed by a Doctor. We ask for written permission first from the family. We only give medicine with another staff member as witness. We ask the parent to sign at the end of their session to confirm that we have given the medicine.

Records of administration will be kept by:  
by the Main Room 1<sup>st</sup> Aid Kit.

Jo O'Raw in the locked drawers



Other Resources: Managing Medical Conditions (Including Allergens and Anaphylaxis)	
➤	Asthma Uk Website: <a href="https://www.asthma.org.uk/">https://www.asthma.org.uk/</a>
➤	Asthma Uk Website: <a href="https://www.anaphylaxis.org.uk/">https://www.anaphylaxis.org.uk/</a>
➤	Administering medicines: <a href="https://neu.org.uk/advice/administering-medicines">https://neu.org.uk/advice/administering-medicines</a>
➤	Supporting pupils with medical conditions at school: <a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</a>

## 5.19 Manual Handling

The school follows SMBC's Manual Handling Guidance and completes risk assessments on any significant manual handling tasks.

Employees who complete manual handling tasks will have suitable and sufficient training. Where employees are required to lift pupils, they will receive training in appropriate moving and handling techniques along with training in the use of any specific equipment, they may be required to use, such as hoists and slings.

SLA Navigation: Manual Handling	
➤	Manual Handling, Manual Handling Guidance October 2021
➤	Manual Handling, SMBC Short Guidance Note Manual Handling 2016
➤	Manual Handling, SMBC Short Guidance Note Manual Handling Tips 2016
Other Resources: Manual Handling	
➤	Health and Safety Executive manual handling information for schools: <a href="https://www.hse.gov.uk/services/education/management-moving-handling.htm">https://www.hse.gov.uk/services/education/management-moving-handling.htm</a>
➤	Manual handling policy example: <a href="https://schoolleaders.thekeysupport.com/policy-expert/health-safety/manual-handling-policies/">https://schoolleaders.thekeysupport.com/policy-expert/health-safety/manual-handling-policies/</a>
Training:	
➤	Manual Handling Training Presentation [PowerPoint]

## 5.20 Managing Stress

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The school adopts and follows SMBC's Stress Policy, making use of the Self-Assessment Tool, Stress Risk Assessment and Mental Health Toolkit as required.

The school has access to counselling services by manager referral or self-referral via SMBC's arrangement.

The Head is sensitive to times when members of staff are under additional stress e.g. family circumstances, worries about money, health issues, living with a pandemic

The Health and Safety Executive define stress as  
"the adverse reaction people have to excessive pressure or other types of demand placed on them"

This makes an important distinction between pressure, which can be a positive state if managed correctly and stress, which can be detrimental to health. The Governing Board is committed to protecting the health, safety and welfare of its employees. It recognises that workplace stress is a health and safety issue and

acknowledges the importance of identifying and reducing workplace stressors. The Headteacher is expected to recognise the fact that from time to time, employees may have experiences in their personal lives that may make them vulnerable to pressures at work or have a temporary influence on their work performance.

The Governing Board will ensure :

- They are happy with the routines in place to support all staff with coping with the pressures of their jobs (including the Headteacher)
- A positive and understanding style of management exists that supports employees who feel under pressure in the workplace.

The Governing Board will also ensure that the Headteacher of the school:

- Identifies all workplace stressors and controls the risks from stress
- Consults with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress
- Offers and accesses training for all in good practices

The Headteacher will ensure:

- She attends training in good Health and Safety Management
- Good communication between staff particularly where there are organisational and procedural changes
- Staff have meaningful development opportunities to be able to fulfil their role
- She promotes a reasonable work-life balance for all and monitors work-loads to ensure this happens
- Staff support each other and are sensitive to the needs of each other
- Be vigilant and offer additional support to an employee who is experiencing stress outside work e.g. bereavement or separation
- Bullying and harassment are not tolerated
- Conduct and implement recommendations of risk assessments where appropriate
- Access specialist HR advice and referrals to Occupational Health and Physiotherapy and make employees aware of the confidential Counselling service as appropriate
- At least every 3 months discussions take place with the Well-being Governor to explore environmental stressors and how to overcome them

Staff will ensure :

- They raise concerns with the Headteacher
- Cooperate with stress reduction measures including attending any training and highlighting potential work related stress issues, including those where personal stress may affect their work
- Accept opportunities for counselling when recommended

**SLA Navigation: Managing Stress**

- Managing Stress-Managing Stress Model Policy for SMBC Schools, 2022
- Managing Stress-Managing Stress Mental Wellbeing Toolkit, 2022
- Managing Stress-Stress Risk Assessment and Action Plan Templates, 2022
- Managing Stress-Managing Workplace Stress, Further Resources, 2022
- Managing Stress-Stress Risk Assessment Checklist for Headteachers, 2022



## **5.21 Menopause**

Menopause is a natural part of every woman's life, and it isn't always an easy transition. With the right support, it can be much better. Whilst every woman does not suffer with symptoms, supporting those who do will improve their experience at work. Menopause should not be taboo or 'hidden'. We want everyone to understand what menopause is, and to be able to talk about it openly, without embarrassment. This is not just an issue for women, men should be aware too. The changing age of the UK's workforce means that between 75% and 80% of menopausal women are in work. Research shows that the majority of women are unwilling to discuss menopause-related health problems with their line manager, nor ask for the support or adjustments that they may need. Menopause is defined as a biological stage in a woman's life that occurs when she stops menstruating, and reaches the end of her natural reproductive life. Usually, it is defined as having occurred when a woman has not had a period for twelve consecutive months (for women reaching menopause naturally). The average age for a woman to reach menopause is 51, however, it can be earlier or later than this due to surgery, illness or other reasons. It is important to note that not every woman will notice every symptom, or even need help or support. However, 75% of women do experience some symptoms, and 25% could be classed as severe. Symptoms can manifest both physically and psychologically including, but not exclusively, hot flushes, poor concentration, headaches, panic attacks, heavy/light periods, anxiety, and loss of confidence. Some women also experience difficulty sleeping.

As a staff we should all be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally. Any member of staff female or male (if they wish to discuss a family member) can ask to discuss their needs confidentially with the Headteacher to discuss any adjustments / flexible working which may be necessary to support them. In light of this we have introduced a 'Confidential Colleague Discussion' form to record the details of any meetings like these.

## **5.22 Off-site Visits - New Procedure for Trips/Visits from April 1, 2021**

The trips and visits element of the Head Teacher Support SLA has moved to the Health & Safety Team.

We have reviewed the process and updated the procedure. The new procedure is a more streamlined process using an on-line form to notify the team of a school's intention to undertake a trip. You will no longer be required to send the OSVF form or the names of pupils and staff attending the trip.

The link to the on-line form will be hosted on both office online and SLA on-line. We have also provided a toolkit to help you navigate the new procedure.

Once you complete the on-line form, you will receive an e-mail to confirm its receipt and reference number. For trips and visits that fall in either category 3 or 4 you will then be required to send your risk assessment to the Health and Safety team, who will review and advise the visit leader of any changes or additions required.

Please ensure that you use the up-to-date risk assessment template available on SLA online and described below.

We have provided a toolkit to guide you through the new procedure. This is available via SLA-online.

SLA Navigation: Off-site Visits	
➤	Off site visits-Transporting Children Guidance (Jan 2022)
➤	Off site visits-Trips and Visits Toolkit (Apr 2021)
➤	Off site visits-School Trip Risk Assessment Version 1.2 (Oct 2021)
Training: Off-site Visits	
➤	EVC Training module: This course will be accessible as part of the SMBC trips and visits package, and a link will be sent to you once the school has paid for this package.

## 5.23 Personal Protective Equipment

Personal Protective Equipment Regulations (PPE) 2018.

Some working environments present significant risks to employee health and safety (e.g., from falling materials, contact with hazardous substances, contaminated air, extremes of temperature, etc.). In such environments, there is a duty on the employer to provide their workers with personal protective equipment (PPE) to reduce the potential risk of harm when it cannot be reduced or mitigated by any other means ("last resort" principle).

A suitable and sufficient risk assessment must be carried out, prior to providing PPE, to determine that potential risk cannot be mitigated through other control measures.

PPE includes, but is not limited to, high-visibility clothing, protective footwear, safety helmets, eye protection, safety harnesses and even respiratory protective equipment (RPE).

The Key factors of PPE regulation are:

- Suitable provision - where it has been assessed that PPE is required, the provision of PPE must be suitable and appropriate to the work-task and its associated risk i.e., the equipment must fit the user properly and be of proportionate size and weight for them to use it. 'The equipment must also be CE marked in accordance with the Personal Protective Equipment Regulations 2002.'
- Compatibility and effectiveness - where more than one item of equipment must be worn for any given task, the PPE items must still be effective when worn together. The wearing of one item (e.g., protective eyewear) must not cause the other item to be ill fitting, and therefore ineffective (e.g., a respirator) and vice versa.
- Maintenance and storage – PPE must be properly looked after, maintained, and stored. Reusable items must be properly cleaned and kept in good condition. If items have disposable parts (e.g., respirator filters) replacements parts must be properly compatible with the original piece of equipment.
- Considerations such as having replacement PPE available (in the event of damage or malfunction) and appointing someone to oversee how and when

items are maintained are important too.

Use and training – It's the duty of the employer to ensure that employees have correct training on the use of PPE, what level of responsibility that the employee has towards the maintenance of PPE and that they are properly informed about the risks that the PPE is protecting them from. It is also the responsibility of the employer to ensure that any PPE provided is being used correctly.

- Employee responsibility – The duty of the employee is to use PPE in accordance with instruction and training. Employees also have a responsibility to report any damage, defects, or loss of equipment that they are aware of.

It should be noted that wherever PPE has been identified as being required as part of the control measure provision, then this must be provided at no cost to the employee (this includes replacement of such equipment).

We provide free of charge, disposable gloves, masks, shields and aprons for use during changing of the children. We use latex free gloves to protect staff who have allergies. The aprons are stored in a dispenser located near the first aid cupboard.

The gloves are stored with the baby wipes and nappy sacks.

SLA Navigation: PPE	
➤	PPE-Personal Protective Equipment at Work – HSE indg174
Other Resources: PPE	
➤	The latest guidance regarding PPE from the HSE: <a href="https://www.hse.gov.uk/toolbox/ppe.htm">https://www.hse.gov.uk/toolbox/ppe.htm</a>
➤	Regulation 2016/425 and the Personal Protective Equipment (Enforcement) Regulations 2018: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1041523/Guide-to-ppe-regulations-2018-version-6.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1041523/Guide-to-ppe-regulations-2018-version-6.pdf</a>

## 5.24 Preventing Violence at Work and Personal Safety

The Health and Safety Executive (HSE) defines work-related violence as:

Any incident in which a person is abused, threatened, or assaulted in circumstances relating to their work

This can include verbal abuse or threats as well as physical attacks. The school resources explain what HSE is doing to address the issue of work-related violence and provide access to a wide range of information.

SLA Navigation: Preventing Violence at Work and Personal Safety	
➤	Preventing Violence at Work and Personal Safety-Managing Assaults Against Staff in School and Other Educational Establishments-Children & Young People Policy
➤	Preventing Violence at Work and Personal Safety-Preventing Violence at Work & Personal Safety Guidance-CSS Guidance Document.

## 5.25 Risk Assessments

Risk assessments are completed for any significant risks in accordance with the SMBC Risk Assessment guidance. These cover curriculum-based activities in school, school visits and the running of the school building and grounds.

We do a general risk assessment about using the whole environment safely and a risk benefit assessment to cover areas of experience provided for the children.

Responsibility for ensuring risk assessments have been completed lies with **Jo O'Raw / Headteacher**

Risk Assessments are held centrally in the Health and Safety files in the front office and are available for all staff to view.

These risk assessments are working documents and will be viewed by staff carrying out the activity.

Risk Assessments will be reviewed on an annual basis or whenever there is a significant change to the activity/task /personnel or following an accident.

Specific risk assessments relating to individuals, e.g. member of staff or child are held on that person's file and will be undertaken by the Headteacher as required.

Please note that there is a full range of specific risk assessments available on SLA Online under Risk Assessments.

Risk assessment is simply a process by which you think about activities or situations to consider if they have the potential to cause harm. If they do, the next step is to identify and consider precautions which are being or should be taken to prevent or minimise the likelihood and severity of harm.

We understand the importance of risk assessment because of the contribution it makes to the overall management of health and safety. A **hazard** is something with the *potential* to cause harm, e.g. a slippery floor, a corrosive liquid or an inadequately guarded electric fire.

A **risk** is a combination of a) how *likely* it is that harm will occur because of a hazard and b) how *serious* the resulting injury could be

We will work to :

- 1) Identify hazards
- 2) Determine who might be harmed and how, for example staff, children, visitors
- 3) Determine the likelihood of harm occurring
- 4) Identify appropriate measures necessary to control or eliminate the risk
- 5) Record findings
- 6) Arrange for monitoring and review

Each year the risk assessments for the Nursery are reviewed with staff and also considered by the Head, Nursery Teacher, School Business Manager and at our Committee Meeting of the Governing Board. The finalised risk assessments are then shared with the rest of the staff to make any further adjustments to practice.

### **Risk Benefit Assessments**

We believe our 2, 3 and 4 year olds are capable learners and believe offering challenge and an element of age appropriate risk is important to support learning. In forming this approach we have paid regard to the Health and Safety Executive Statement "Children's play and leisure – promoting a balanced approach" (July 2012) In this statement they outline,

*Key message: 'Play is great for children's well-being and development. When planning and providing play opportunities, the goal is not to eliminate risk, but to*

*weigh up the risks and benefits. No child will learn about risk if they are wrapped in cotton wool'.*

The Head of OfSTED Amanda Spielman, also said in November 2017.

She was concerned about the creation of "overly risk-free environments" and that young children need to be able to discover the world and "run around until they are exhausted".

*We carry out Risk-benefit assessments for activities such as using the climbing log and rope swing.*

SLA Navigation: Risk Assessments
<ul style="list-style-type: none"><li>➤ Risk Assessments-Guidance Note – Risk Assessment Guidance Version 4 (January 2022)</li><li>➤ Risk Assessments-SMBC Generic Template (2021)</li><li>➤ Risk Assessments-There are 14 School Risk Assessment Templates in the first section of the Risk Assessment Section.</li><li>➤ Risk Assessments-Short Guidance Note – Risk Assessment Guidance (April 2020)</li><li>➤ Risk Assessments-New and Expectant Mothers Risk Assessment (January 2022)</li></ul>
Other Resources: Risk Assessments
<ul style="list-style-type: none"><li>➤ Risk Assessment Guidance: <a href="https://www.hse.gov.uk/services/education/example-risk-assessments.htm">https://www.hse.gov.uk/services/education/example-risk-assessments.htm</a></li><li>➤ H&amp;S Duties and Responsibilities for Schools: <a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools</a></li><li>➤ Health and Safety Checklist for Classroom: <a href="https://www.hse.gov.uk/risk/classroom-checklist.pdf">https://www.hse.gov.uk/risk/classroom-checklist.pdf</a></li></ul>

## 5.26 Smoke Free Policy

All SMBC schools and premises operate a strict no smoking policy and this includes electronic cigarettes.

 Navigation
<ul style="list-style-type: none"><li>➤ Smoke Free Policy-Smoke Free Policy updated 2022</li></ul>

## 5.27 Statutory Compliance Checks

Compliance Activities Within: [Please enter School Name]							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Contractor	Air conditioning units	Annually	September	Sept 22	Ultra cool		Best practice to service annually
Headteacher	Asbestos management - annual management report	Annually	N/A				Annual report to Governors
Contractor	Asbestos management - specific surveys prior to intrusive works	As required	N/A				Only required for project work
Site Supervisor	COSHH risk assessments from data sheets	Regularly	Annually	Nov			Review if products change
Contractor	Drainage maintenance	Annually	September	Tbc	Drainage consultants		
Contractor	Electrical - 5-year fixed wire testing	5 yearly	December 26	December 21	TBC		All C1's and C2's must be completed
Contractor	Electrical - PAT (high risk items only)	Bi annually	January 24	Jan 22			Example policy & further info available from H&S team
Site Supervisor	Electrical - PAT (recorded visual checks of low-risk items)	Bi-annual	On going				Can be done by Site Supervisor
Contractor	Fire call points	Annually	October 22	May 22	Safe and Secure		
Site Supervisor	Fire call points	Weekly	On going				
Headteacher	Fire drills	Termly	Autumn term 22	July 22			
Contractor	Fire emergency alarm panel	Annually	May 23	May 22			
Site Supervisor	Fire emergency lighting	Weekly	On going				
Contractor	Fire emergency lighting	Bi-annual	October 22	May 22	Safe and Secure		
Site Supervisor	Firefighting equipment	Weekly	On going				
Contractor	Firefighting equipment	Annually	October 22	October 21	Safe and Secure		
Site Supervisor	Fire means of escape	Weekly	On going				Any damaged/blocked doors must be recorded
Contractor	Gas safety - all gas appliances located on site	Annually	N/A				Regulation (36)(1) of the Gas Safety (Installation and Use) Rags 1998

Compliance Activities Within: [Please enter School Name]							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Contractor	Gas safety - boilers & heating plant comprehensive maintenance	Annually	Waiting for Stockport Homes				
Contractor	Gas safety - pressure systems (insurance check)	Annually	N/A				Pressure Equipment Regulations 1999 & Pressure Systems Safety Regulations 2000. Please see <a href="https://www.hse.gov.uk/pubns/indg261.pdf">https://www.hse.gov.uk/pubns/indg261.pdf</a>
Contractor	Gas safety - soundness/tightness	5 yearly	N/A				System is purged to check there are no leaks
Contractor	Gates and barriers	Annually	November 22	November 21			BS EN 1176
Site Supervisor	Gates and barriers	Weekly	On going				
Contractor	Grounds Maintenance	Termly	Monthly				
Contractor	Intruder Alarm	Annually					
Contractor	Legionella - up to date risk assessment and written scheme	Annually	HSL				Review required if any significant changes to the HWS and layout
Contractor	Legionella anti scald	Monthly	November 23	October 22	HSL		
Site Supervisor	Legionella management quarterly cleaning of shower heads	Quarterly	N/A				
Site Supervisor	Legionella management weekly flushing of little used outlets	Weekly	On going				
Site Supervisor	Legionella management weekly outlet temperature checks	Weekly	On going				Temperature must be between 50-60 °C after running for 1 minute
Contractor	Local Extraction and Ventilation systems (Secondary Schools)	Annually					
Headteacher	Lockdown - test of procedures and policy	Termly	Autumn term	July 22			Guidance on SLA online
Contractor	Outdoor Equipment	Annually	November 22	November 21			
Site Supervisor	Playground equipment	Monthly	On going				

Compliance Activities Within: [Please enter School Name]							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Headteacher	Site Specific Risk assessments	Annually	Autumn 22	Autumn 21			Best practice to review each year/record any changes
Contractor	Tree inspections	Annually	May 23	May 22	Stockport Homes		



## 5.28 Sun Safety

By law, schools are allowed to apply sunscreen to children. The Health and Safety Executive (HSE) states that ‘health and safety legislation does not prevent school staff from applying or helping pupils apply sun cream. The Department for Education has already made clear that schools are expected to take a sensible approach to this issue.’

NICE, the National Institute for Health and Care Excellence, backs this up, identifying children as an at-risk group for sun damage. Its guidance says head teachers should take action to protect children from over-exposure to UV rays, and that schools should develop a policy to ensure they are protected as much as possible when they’re outside for more than a brief period in strong sunlight.

Legally, schools can, then, ask parents to supply sunscreen for use during the day and help children apply it if necessary.

### SLA Navigation: Sun Safety

- Sun Safety, Information for Pre Schools and Nursery’s, Sun Safety Guidance
- Sun Safety, Information for Primary Schools, Sun Safety Guidance
- Sun Safety, Information for SMBC Pre Schools and Nursery’s, Sun Safety Guidance
- Sun Safety, Information for SMBC Primary Schools, Sun Safety Guidance
- Sun Safety, Information for Secondary Schools, Sun Safety Guidance

### Other Resources: Sun Safety

- Sun Safe Schools 2022:  
<https://www.sunsafeschools.co.uk/>
- The School Run Resources and Guidance for Sun Safety:  
<https://www.theschoolrun.com/sun-safety-primary-schools>

## 5.29 Training

The Head Teacher must ensure that staff receive information and training about health and safety. This includes:

- how to assess risks specific for their job
- how to meet their roles and responsibilities identified within the health and safety policy

They can do this in different ways depending on individual or specific need. For example, providing staff with written guidance may be appropriate in some cases, while attending a training course may be more appropriate for others.

Staff whose work involves a greater element of risk will need extra or specific training. The [HSE risk management guidance](#) provides information about when staff require specific training in, for example:

- using industrial machinery
- managing asbestos
- having responsibility for the storage and accountability for potentially hazardous materials in their buildings

All members of staff, as part of their Induction to the school, will receive training on the requirements of this health and safety policy.

### The Health and Safety at Work Act (HASAWA) 1974

As a brief overview, the HASAWA 1974 requires that workplaces provide:

- Adequate training of staff to ensure health and safety procedures are understood and adhered to
- Refresher training is provided as required
- Training is recorded

## **5.30 Work at Height**

The school adopts and follows SMBC's Work at Height Guidance.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used.

**Staff must not climb onto chairs or other furniture under any circumstances.**

**Staff must not use access equipment unless appropriate training has been given.**

A risk assessment must be completed for the access equipment or task, and staff using the equipment must have access to and comply with the risk assessment.

The access equipment must be visually checked before each use. An inventory is required for all access equipment, with a formal written 6-monthly check (tower scaffolds require specialist and more frequent checks).

#### **SLA Navigation: Working at Height**

- Working at Height-Working at Height Guidance for Schools Version 5 (Jan 2022)
- Working at Height-Working at Height Short Guidance Note (Jan 2022)
- Working at Height-Safety Notice for Schools (2021)
- Working at Height-Working at Height Flow Diagram for Schools
- Working at Height-Construction Industry Advisory Committee – General Guidance on Working at Height

#### **Other Resources: Working at Height**

- Working at Height Guidance-Working at Height – A Brief Guide (HSE):  
<http://www.hse.gov.uk/pubns/indg401.pdf>
- Using Ladders Safely (HSE):  
<https://www.hse.gov.uk/work-at-height/using-ladders-safely.htm>
- Safe use of Ladders and Step Ladders – A Brief Guide (this was formerly indg455 from the HSE):  
[LA455 - The Ladder Association](http://www.ladderassociation.org.uk/LA455-The-Ladder-Association)
- The Ladder Association – Code of Practice:  
<https://ladderassociation.org.uk/code-of-practice/>

## **5.31 Work Equipment**

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment, and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment requiring statutory inspection, testing and maintenance, (for example steam boilers, pressure cookers, lifting equipment, local exhaust ventilation) will be inspected by an approved contractor (if the school does not use an approved contractor, it will ensure a competent contractor is used).

Any PPE required for the use of work equipment will be supplied free of charge by the school. All employees must wear the PPE when operating such equipment.

<b>Other Resources: Work Equipment</b>
<ul style="list-style-type: none"> <li>➤ PUWER legislation: <a href="https://www.legislation.gov.uk/ukxi/1998/2306/contents/made">https://www.legislation.gov.uk/ukxi/1998/2306/contents/made</a></li> <li>➤ Dummies guide to PUWER: <a href="https://rospaworkplacesafety.com/2013/06/04/dummies-guide-to-puwer/">https://rospaworkplacesafety.com/2013/06/04/dummies-guide-to-puwer/</a></li> </ul>
<b>Training: Work Equipment</b>
<ul style="list-style-type: none"> <li>➤ PUWER Training: <a href="https://cpdonline.co.uk/knowledge-base/health-and-safety/what-is-puwer/?nowprocket=1">https://cpdonline.co.uk/knowledge-base/health-and-safety/what-is-puwer/?nowprocket=1</a></li> </ul>

## 6. Monitoring and Review of the Policy

- 6.1 This section explains how the school will establish, monitor, and review its measures to meet satisfactory health and safety standards. It will also identify methods which go beyond the satisfactory and explains how a school can enter the category of demonstrates best practice through continuous improvement.
- 6.2 All schools should regularly monitor and review their health and safety policies to ensure they are reducing risks. As part of this monitoring, schools should investigate incidents to ensure that they are taking appropriate corrective action, sharing learning and putting necessary improvements in place.
- 6.3 Generally, schools should regularly (at least annually) consider how they measure their performance. They should set up an effective monitoring system, backed up with sensible and realistic performance measures.
- 6.4 As the country learns to live with COVID-19, schools must regularly review and update risk assessments - treating them as 'dynamic documents', as the circumstances in your school and the public health advice changes.
- 6.5 Where there is a major health and safety incident at the school, the Health, Safety and Wellbeing team from SMBC will assess the effectiveness of the school's procedures and its response. They will also, make recommendations for necessary changes to policies and procedures.
- 6.6 At the start of each Full Governing Board meeting the Governors will conduct a Health and Safety Walk around nursery.

## 7. Links with other policies and procedures

- 7.1 The health and safety policy has direct and intrinsic links to the following policies:

- 1. Adverse Weather Policy
- 2. Bomb Threat Policy
- 3. Data Protection Policy
- 4. School Security Policy
- 5. School Uniform Policy
- 6. Visitor Policy
- 7. Whole-School Food Policy

## 8. Useful contact details

The Corporate Health and Safety team:

Phone: 0161 474 3056

Email: [healthandsafety@stockport.gov.uk](mailto:healthandsafety@stockport.gov.uk)

**Appendix 1**

Changes to work practices this year which has had an impact on our Health  
and Safety practice and procedures

Date	Changes	Change to health and safety working practices as a result

**Appendix 2 - Action taken after a significant accident / incident /change  
in practice**

Date	Description of incident	Who was involved ?	Action taken as a result



### **Appendix 3 Near miss form**

(A near miss is an event not causing harm, but has the potential to cause injury or ill health)

Place incident happened	Date
Description of incident and why you consider it to be dangerous	
Immediate action you have taken	
Person reporting this near miss	
Further action needed	
(this last section to be completed by HT or SBM)	

**Appendix 4**

**Parental agreement for Nursery to administer medicines**

Name of child	
Date of birth	
Type of medicine	
Date dispensed	
Expiry date	
When to be given ?	
How much to give ?	
Any special precautions ?	
<p style="text-align: center;">I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the Nursery of any change in requirements</p> <p style="text-align: center;">Date _____</p> <p style="text-align: center;">Signature_____</p>	



Appendix 5 Record of medicine administered to a child

Tick if medicine given at home this morning/ time / dose	Date	Time	Name of medicine	Dose given	Any reactions	Member of staff who gave medicine	Member of staff who witnessed administration	Signed by adult who picked child up

**Appendix 6 Risk Assessment Form Headings**

What are the hazards ?	Who might be harmed and how ?	What controls exist to reduce risk ?	What action can be taken to further reduce risk ?	By when ? Who ?

## Appendix 7 Confidential Colleague Discussion

<b>Member of staff' details:</b>			
<b>Name</b>		<b>Job Title</b>	
<b>Present at meeting (line manager name and position)</b>			
<b>Date of discussion</b>			

### Summary of discussion

--

### Agreed actions / adjustments

--

Date of next review meeting

.....  
.

Signed (Member of staff)

.....  
.

Signed (Headteacher)

.....

<b>Appendix 8 Roles and responsibilities of staff for Health and Safety at Lark Hill Nursery School</b>	
<b>Members of leadership staff and their role at Lark Hill Nursery School</b>	<b>Key responsibility</b>
Jo O'Raw Headteacher	<p>Jo has overall responsibility to ensure we have a healthy and safe environment for children, their families, staff and visitors. This includes the working and learning environment for all, the conditions staff work in and the balance of work and life for staff as well. With our Well-being Governor, Alisha Khan she has also completed an action plan to support the well-being of children, families, staff and others. She is responsible for leading staff to develop their policies and procedures and ensures they are responsive and shared by all staff and students who are on placement with us.</p> <p>Jo does an annual review of the competency requirements and identifies any training needs which arise from new guidance, incidents or our developments as a Nursery. This includes aspects such as first aid, food handling and manual handling.</p> <p>Jo is the first point of contact for staff to share any concerns they may have regarding the wide area of health and safety.</p> <p>Jo updates the staff handbook each year and includes any changes in our working practices and advice for staff.</p>
Chloe Higgins Nursery Teacher	Chloe leads practice in our Nursery in liaison with Jo and Karen. In Jo's absence she is joint first point of contact if there are any health and safety matters to discuss
Karen Fairweather School Business Manager	Karen devises a schedule of maintenance and repair to ensure our building and grounds are well

	<p>looked after. She will arrange for repairs to be carried out and follows up work if it not completed to a satisfactory standard. Karen arranges for staff to attend courses such as First Aid and Food Handling.</p> <p>In Jo's absence Karen is the joint first point of contact with our Nursery Teacher to advise on any health and safety matters</p>
Governing Board	<p>Each term the Governing Board will consider any Health and Safety matters arising and contribute to our thinking about future developments and policy and practice. They are proactively involved in offering their ideas in the development of our risk assessments, for example.</p>

Other members of staff and their roles at Lark Hill Nursery School	Key responsibility
Shafeen Ali, Caretaker	<p>Shafeen is responsible for giving the Nursery a daily clean. She checks the safety of all surfaces, equipment and the indoor and outdoor environment each day. She aims to ensure we keep free of infection and if there seems to be a particular outbreak of sickness for example she will use more intensive cleaning liquids for the floors and give extra attention to surfaces. Shafeen is a key holder.</p> <p>She is responsible for locking up the building each night.</p>
Nursery Practitioners	<p>Our Nursery Practitioners spend the majority of their time interacting with the children in the environment we have created for them inside and outside. They all have a responsibility to respond immediately if they see that something is not safe. This may include drying floors, wiping up spills or removing broken equipment. This also includes</p>

	<p>bringing to the attention of Jo, Chloe, or Karen if something needs to be repaired or if it seems to be presenting a danger. Staff would section off an area or close a toilet, for example if it was deemed to be unsafe. After the children have eaten each day one of the staff cleans the Nursery at the same time each day. Just before the floor is mopped the wet floor signs are put out.</p> <p>Staff also have a responsibility to keep themselves safe by wearing appropriate clothing and footwear for their roles. Everyone is expected to familiarise themselves with the Health and Safety Act Poster and the staff handbook.</p>
Midday Assistants	<p>Our Midday Assistants help serve food and support the children to follow healthy hygiene practices including washing their hands.</p> <p>The Middays supervise the children's play in the garden each day and encourage the children to challenge themselves and keep themselves safe. They would also alert Karen or Jo to any dangerous equipment or surfaces. They would also be expected to remove anything immediately if they felt it posed a health and safety risk or take appropriate action. After the children have eaten each day one of the staff cleans the Nursery at the same time each day. Just before the floor is mopped the wet floor signs are put out.</p>
Students	<p>We issue all of our students with a copy of our Health and Safety Policy so they can follow our approaches.</p>

