



Margaret McMillan Nursery School and Children's Centre

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www.margaretmcmillan.islington.sch.uk

Health and Safety Policy

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FOREWORD

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site activities is fundamental to the wellbeing of the school. This Policy, its supporting documentation and arrangements and monitoring will meet our legal obligations and contribute to our objectives relating to continuous improvement on Health and Safety performance. We are committed to high standards of Health and Safety and expect all staff to be familiar with the contents of this Policy.

Part I

Statement of Policy

Scope

This Policy is specific to Margaret McMillan Nursery School and Children's Centre; it is supported by policies and guidance from other relevant organisations such as the Local Authority, Health and Safety Executive (HSE), DfE and other agencies.

The Health and Safety system will be integrated within the daily management of the school and will be continuously developed, maintained and implemented and monitored via a comprehensive series of documents which will include:-

- I. The Policy Aim, Objectives and Statement
- II. Organisation
- III. Arrangements for Implementation
- IV. Working Policy Documents
- V. Subject specific Guidance periodically issued by DfE, and HSE

The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

1.1 Aim

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

1.2 Objectives

It is the responsibility of the Governing Body via the Head teacher together with the school's Senior Leadership Team (SLT) to ensure that systems are in place which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Governing Body expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:-

- I. To establish and maintain a safe and healthy environment throughout the school
- II. To establish and maintain safe working procedures among staff, pupils and other users
- III. To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances
- IV. To ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work
- V. To formulate procedures for the use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises
- VI. To lay down procedures to be followed in case of accident
- VII. To provide and maintain suitable and sufficient welfare facilities
- VIII. To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities
- IX. To ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.
- X. To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- XI. To ensure, as far as reasonably practicable, that education visits are undertaken as safely as possible

1.3 Statement of Intent

Margaret McMillan Nursery School and Children's Centre recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environments for all staff, pupils and such other persons as may be affected by its activities.

Margaret McMillan Nursery School and Children's Centre will adopt health and safety arrangements in line with Islington Borough Council's Health and Safety Policy and adhere to all relevant health and safety legislation.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of education activities.

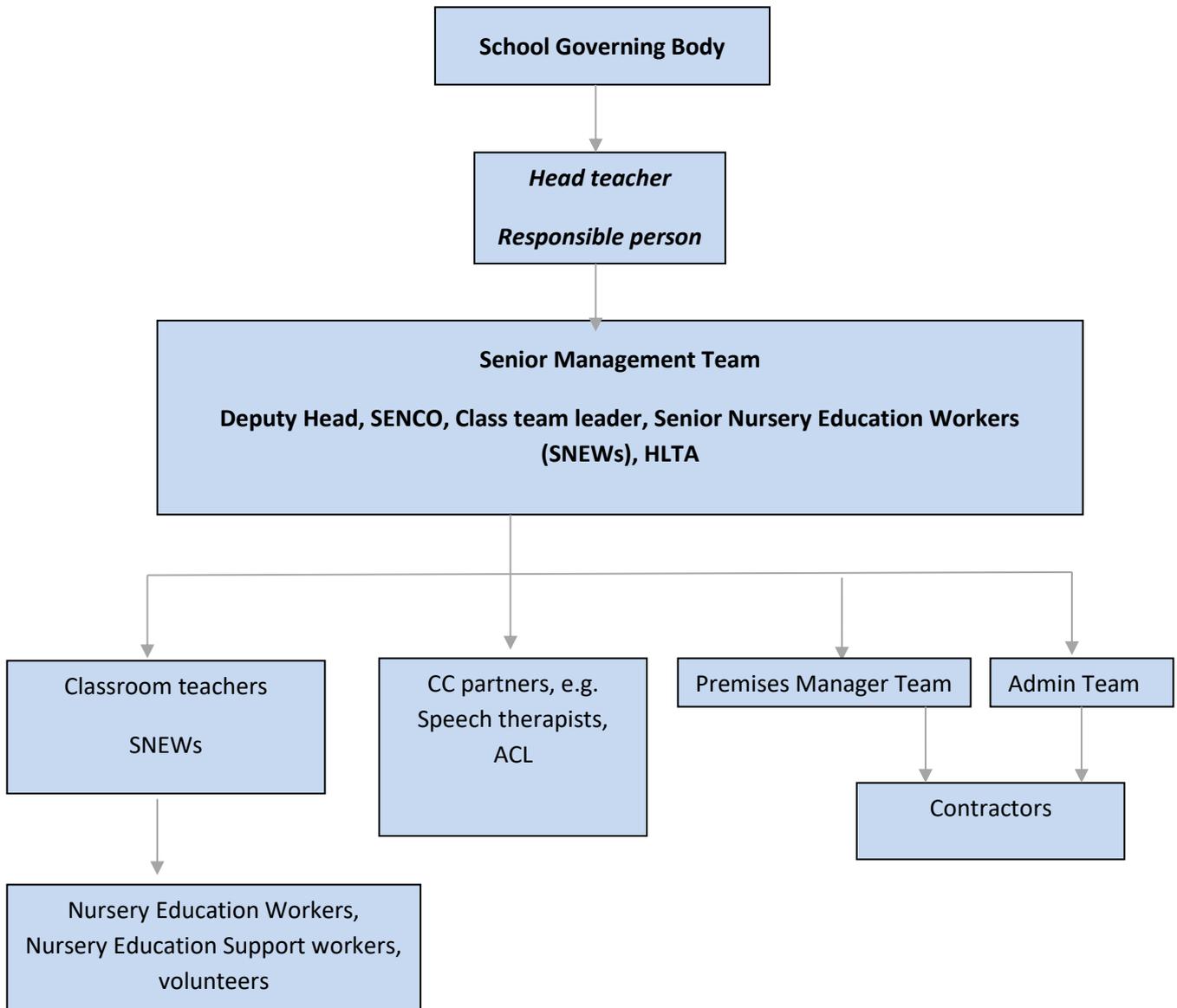
Margaret McMillan Nursery School and Children's Centre will ensure that we have access to competent technical health and safety advice to assist us in meeting our objectives.

Signed: *Karen Smith*

Dated: 22 February 2024

Part II

Organisation



The School Health and Safety Committee consists of representatives of key management, trades unions and employees

Chair		Karen Smith (Head teacher)
Members	1	Barry Turner (Premises Management)
	2	Lisa Lee (School Business Manager)
	3	Bonnie Mendoza (Deputy Head/SENCo)

Local Management of Schools requires the school staff and Governing Body to work together to ensure health, safety and welfare objectives are achieved.

2.1 General

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

Below outlines the responsibilities of key personnel within the school to ensure the health and safety and welfare of employees, pupils, visitors and other people affected by the establishment's activities.

2.2 Governors' responsibilities

The governing body of the school is a corporate body. A corporate body has a legal identity separate from that of its members. Individual governors are generally protected from personal liability as a result of the governing body's decisions and actions. Governors should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents and anyone with a legitimate interest in the school.

School Governors have responsibility for and are expected to:

Consider the nomination of a named health and safety governor;

- a. Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implements the council's Health and Safety policy;
- b. Give due consideration to Health and Safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
- c. Ensure, so far as it is within their power, that school specific Health and Safety arrangements are developed and effectively implemented to deliver the council's Health and Safety policy;
- d. Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel on site;
- e. Include sensible health and safety as a regular item on the governing body meeting agenda;
- f. Co-operate with advice and directions issued by the council relating to matters concerning Health and Safety or establish and adopt other equally effective measures.
- g. Ensure that in respect of any project that they initiate, consider and appropriately consult, on issues affecting the Health and Safety of all persons at the planning stage and include any necessary measures to control risks

2.3 Headteacher's responsibilities

The Headteacher will liaise with the governing body to ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises or activities. The head teacher is responsible for the day to day management of the school and therefore has responsibility for and is expected to ensure:

- a. An appropriate school-specific Health and Safety policy is developed and effectively implemented and its requirements are communicated to all relevant persons;
- b. Put in place effective arrangements for managing real health and safety risks at the school;
- c. Staff and visitors are aware of procedures and the precautions to follow;
- d. That where health and safety functions are delegated, staff have the capacity to take on the responsibilities and have appropriate training and competencies, and clear lines of accountability are established;
- e. To act as a focal point for health and safety within the school;
- f. School premises are maintained in a safe state of repair, in accordance with the requirements and arrangements of the council, including those associated with the assessment and appointment of contractors;
- g. Co-operation with the requirements, guidance or directions issued by the council relating to matters concerning Health and Safety;
- h. Suitable and sufficient assessments are conducted for significant risks arising from the school premises and activities;
- i. All staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely;
- j. That they keep themselves informed of the general requirements of health, safety and welfare legislation and standards relevant to premises and activities;
- k. That Health and Safety is a core element of daily practice and that it is a permanent agenda item on INSET days and at review meetings.

- l. All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place;
- m. Employees have access to the Health and Safety Executive “Health and Safety Law – What you should know” poster or the associated leaflet.
- n. Consult and work with recognised TU safety representatives/ employee representatives.
- o. All building and service contractors are employed in accordance with the council’s procurement code:
- p. Asset management are consulted before any arrangements area initiated involving contractors undertaking work regarding:
 - Alteration to a building’s structure or its grounds
 - Substantial change to a building’s use (whether partially or wholly)
 - Significant change to a building’s water or energy supply or environmental control systems; or
 - Alteration or removal from service (whether partially, wholly or temporarily) a building’s fire alarm, detection or sprinkler system

2.4 Health and Safety Co-ordinator responsibilities

The day-to-day responsibility for all school health, safety and welfare matters and activity rests with the Head teacher or in her absence the Deputy Head who will:

- a. Be the focal point for reference on health, safety and welfare matters and to give advice or indicate source of advice
- b. Liaise with and report directly to the Head teacher on all matters of health and safety
- c. Ensure the day-to-day implementation of this Policy including the maintenance of appropriate risk assessments for school and for meeting the financial implications of identified control measures.
- d. Ensure that all certification and statutory inspections are kept up to date
- e. To investigate accidents, dangerous occurrences and near misses, ensure correct completion of the IRIS online accident reporting system
- f. Issue updates as required to all holders of health and safety policy documents.
- g. To liaise with Corporate health and safety in regard to health and safety matters

2.4 Premises Managers responsibilities

The Premises Manager (or equivalent) has particular responsibility to ensure:

- a. Required premises related risk assessments are undertaken and regularly reviewed, including specific hazards such as Asbestos, Legionella and electric supply/appliance risk assessments;
- b. Where alterations are proposed to site activities or to the layout of the premises, the fire risk assessment for the premises is up-dated with the assistance of Corporate Health & Safety;
- c. Risk assessments of harmful substances used in the maintenance of the premises, are implemented and available to staff working in the premises and first aiders;
- d. Procedures and necessary resources are available to make safe any spillage or breakage that could lead to exposure to persons of hazardous substances or materials;
- e. Premises related safety systems and procedures are effectively established and regularly reviewed, appliances and plant are serviced within the required timeframes and required records are maintained and available for inspection;
- f. Emergency procedures are established and maintained to the council standard;
- g. An emergency team is appointed that includes trained responsible person, fire marshals and first aiders, and that sufficient information on a buildings’ emergency arrangements is given to staff to ensure they know how to respond in an emergency;
- h. Emergency fire alarm, detection and lighting systems are regularly serviced and tested and safety signage is appropriate and in place;
- i. Termly emergency building evacuation exercises (fire drills) are carried out;
- j. Escape routes and passageways are without obstruction and free from trip or slip hazards, especially cabling and other service supply lines;
- k. Contractor Authorisation Forms are in place and are subject to periodic monitoring to confirm they function correctly;
- l. An Education Asbestos Management Plan is compiled, comprising details of location and condition of any asbestos that may be present, and is always available for inspection;

- m. Regular inspection of site and grounds including teaching areas and gardens daily and common areas weekly.
- n. High standards of housekeeping and tidiness are maintained and cleaning staff are properly informed about local fire procedures and the required health and safety standards; and
- o. Systems for environmental control are regularly serviced and are without risk to health.

2.5 Employees (including temporary & volunteers) responsibilities

Margaret McMillan Nursery School and Children's Centre reminds its employees of their duties under Section 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

All employees, whether permanent, part time or temporary, have a responsibility to:

- a. Take reasonable care for your own health and safety and that of others who may be affected by what you do, or fail to do;
- b. Co-operate with your employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;
- c. Never interfere with, or misuse, anything provided in the interests of health, safety and welfare;
- d. Carry out activities in accordance with training and instructions; and
- e. Inform your employer or a member of senior management team of any serious risks.
- f. In order to carry out the above, all employees must:
 - make themselves familiar with and comply with, relevant safety instructions at all times;
 - use approved personal protective equipment for the purpose for which it was supplied;
 - report to their manager incidents that have led to or may lead to, injury or damage and assist in the investigation of such incidents if required;
 - use any machinery, equipment, safety devices, transport and substances in accordance with safety instructions and the training given and report any problems;
 - make full use of any system of work designed to reduce the risk of injury to themselves;
 - not work under the influence of alcohol or drugs; and
 - discuss with their manager any work-related stress issues or health issues that could affect their ability to perform safely or to the required standard.

Therefore employees who wilfully or intentionally interfere with or misuse anything provided for Health and Safety may be subject to disciplinary action according to the school's disciplinary procedures.

2.6 Pupils/students responsibilities

All pupils must be encouraged, appropriate to their age and understanding, to follow all safe working practices and observe all school safety rules.

All pupils will

- a. Follow all instructions issued by any member of staff in the case of an emergency.
- b. Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- c. Inform any member of staff of any situation which may affect their safety.

2.7 Staff Safety Representative responsibilities

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment.

Margaret McMillan Nursery School and Children's Centre recognises and fully accepts the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977. It will co-operate with council recognised trade union appointed safety representatives and elected staff representatives for safety when introducing measures to ensure the health and safety at work of employees. Margaret McMillan Nursery School and Children's Centre will therefore incorporate employee representation into the health and safety consultative structure.

Safety representatives appointed by their trade union may represent non-trade union employees within the representatives agreed constituency but subject to the employees' agreement. Non-trade union representatives for safety may represent employees but only following agreement from the employees to be represented. All appointments and facilities will be subject to those rules and conditions as established for that purpose by the school.

Safety representatives will be provided with sufficient facility time to carry out their responsibilities and time-off with pay for relevant training. Their functions will include:

- a. To make representation to management in respect to health, safety and welfare issues affecting employees;
- b. To inspect the workplace each quarter year;
- c. To investigate accidents, hazards and dangerous occurrences;
- d. To attend safety committees; and
- e. To support the council in the promotion of a positive health, safety and welfare culture.

Part III

Arrangements for Implementation

3 Communication of health and safety procedures:

3.1 DISSEMINATION OF POLICY

- All members of school staff and volunteers will receive a copy of the Health and Safety policy and appropriate training on induction. All staff are expected to read / revisit their policy to reappraise themselves of contents and procedures at least once per term.
- Visitors and users not employed directly by the school and Children's Centre will receive information, training and induction commensurate with their role in the school or Children's Centre.

3.2 DEFECTS REPORTING

Broken or damaged equipment

Any equipment which may prove dangerous must be:

- Taken out of use immediately.
- Reported, in writing, to the head teacher or deputy head who will arrange for equipment to be repaired or condemned.

All defects to the building or furniture must be reported in the defects' book (which is kept in the main office/Reception area). The information recorded must include the date, details and location of defect and the name of the person reporting the defect. The Premises Manager will be responsible for effecting repair procedures.

3.3 DESIGNATED AREAS

There must be a member of staff supervising every designated area at all times when children are present.

The designated areas are:

Sycamore:	-	Garden
	-	craftroom
	-	Conservatory
		Brickroom
		Dining room
		Dining area garden
Saplings:	-	Garden
	-	Craftroom/Homecorner
	-	Living room
		Dream room
		Dining room
Seedlings		Garden
		Playroom

Children should not be allowed in cupboards and shed areas unless closely supervised.

3.4 Accident, Incidents, Dangerous Occurrences and Near misses

ACCIDENTS AND EMERGENCIES

Adults:

Accidents to staff should be reported by completing an IRIS accident/near miss reporting form which are located in the main school office in the Accident/ IRIS reporting pack. When the staff member has completed the accident report they should put it in the pigeon hole of one of the named First Aiders. The First Aider will investigate the accident and pass the form, with comments if necessary, to the Headteacher. The Headteacher will decide upon and take appropriate action.

Children:

All incidents and accidents should be reported on the accident forms. Head bumps of any severity require a head bump letter to be completed and a phone call home to a parent. These are located in Class and Homebase.

Staff should consult with a colleague if they are unsure whether to complete the accident forms (err on the side of caution).

The accident forms should be completed in pen.

Information must contain:

- date and time of accident
- child's full name
- nature of incident
- action taken
- What happened to child next, e.g. returned to play and observed, parents called
- name of staff member who administered first aid
- Parents/carers must be informed of accidents and must be signed by parents at collection each day; a brief note can be left in the message book to alert staff on door duty to check the accident forms. Accident forms from class will transfer to Homebase at the end of the day.
- If staff feel further treatment is needed they should first consult a paediatric First Aider, then a designated first aider who will consult the headteacher who will make any necessary arrangements.

Reference should be made to the First Aid Policy

3.5 REPORTING ACCIDENTS, DANGEROUS OCCURRENCES AND NEAR MISSES

The council has procedures for reporting the above, these procedures are a legal requirement. It is vital that all such incidents are reported promptly and fully.

Incidents which must be reported are:

- Where a member of staff, pupil, student, other user or anyone else on the site is injured, attacked, threatened, robbed or suffering from an acute illness requiring medical treatment.
- Where a potentially or actually dangerous occurrence or near miss takes place on site. This includes all fires, spillage of chemicals and mishaps with equipment or parts of the premises which cause a potentially dangerous event to occur.
- Where either of the above occurs involving staff or pupils near the site, on their way to or from the site or other incidents which occur as a result of staff or student's connection with the institution.
- Where either of the above occur which involves staff, students or other people directly associated with an official activity of the institution, project or centre taking place off site.

If one of these incidents takes place, the most senior member of staff present (or otherwise the person who first hears of the incident) should:

- immediately inform the key health and safety manager
- arrange for appropriate forms to be completed for despatch within 24 hours (guidance is available in the accident reporting pack) IRIS
- give the completed form to the person in charge for signature and despatch (this may be completed via LBI IRIS online reporting system)

In certain cases serious incidents have to be reported immediately by telephone to the Council. The person in charge will deal with this in accordance with procedures set out in the reporting pack.

THE REPORTING PACK IS LOCATED IN THE MAIN SCHOOL OFFICE AND IS LABELLED **Accident /IRIS Reporting**

Accident forms must be completed on the Borough IRIS accident reporting system by a member of the administration team and approved by the Key Health and safety manager. The original copies must be destroyed as soon as the accident form has been recorded on the system.

In the case of minor accidents to non-staff, i.e. children or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details may be recorded in a School accident book.

Certain injuries must be reported to the HSE under the RIDDOR Regulations. (See www.riddor.gov.uk). Further details of how to manage accidents and when incidents are RIDDOR reportable can be found in Margaret McMillan's First Aid and Accident Policy and on the IRIS system.

3.6 SPILLS:

BODY FLUIDS

In order to prevent the spread of infection staff are required to follow these procedures when dealing with spills and routine personal care.

Blood, vomit, urine and excreta should be cleaned up as quickly as possible. Other people should be kept away from the area until it has been cleaned and disinfected.

Contaminated waste must be disposed of in nappy disposal units. Nappy disposal units are located one in the Homebase bathroom, one in the babies' room bathroom, one in the class bathrooms where children with disabilities are changed.

Blood

1. Always wash hands first
2. Ensure that any cuts or wounds you have are covered with waterproof dressings
3. Wear disposable gloves
4. Clean wound (using running water and paper towels for minor cuts or a sterile swab and water for major cuts) and dress if needed.
5. Dispose of swabs, plasters and paper towels and gloves in the nappy dispenser.
6. Wash hands

Urine, Vomit, Excreta

1. Wash hands
2. Wear disposable apron and disposable gloves.
3. Cover spill with paper towels
4. Clean child
5. Placed soiled clothing in double plastic bag and tie securely - do not attempt to wash clothing.
6. Clean spill and disinfect area using disposable paper towels and detergent/disinfectant solution.
7. Place soiled gloves, aprons, nappies, tissues etc. in nappy dispenser.
8. Wash down surfaces with detergent/disinfectant solution (in spray bottle) and paper towels
9. Discard paper towels in nappy dispenser.
10. Wash hands.
11. Check kit, replace any necessary items and replace in appropriate bathroom.

When changing nappies use a new pair of gloves and apron for every child and wipe down changing mat with disinfectant detergent solution between children.

SPILLS KIT

Each area has a spills kit located in a designated bathroom, it is the responsibility of all team members to ensure spills kit is correctly maintained.

Contents

Disposable aprons

Disposable gloves

Paper towels

Bottle of detergent/disinfectant solution

3.7 ASBESTOS

The Headteacher is responsible for ensuring that arrangements are in place for managing asbestos in accordance with the procedures and guidance, which are found in the Asbestos manual, Asbestos Management Policy and Procedures.

Staff should be briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements will be in place to ensure that any asbestos in the premises is not disturbed by the work of contractors.

The Premises Manager will identify the location of any intended work to ensure that there is no asbestos in the location of the work by examining the asbestos register.

3.8 CONTROL OF CONTRACTORS

Contactors should notify any hazards arising from their activities, which may affect the occupants of Margaret McMillan Nursery School and Children's Centre. All contractors should report to the School office on arrival. The Premises Management team will be responsible for controlling the work of contractors to ensure the safety of children, staff and visitors. In the interests of safety, major work should take place out of school hours and during school holidays, closures or at weekends.

Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which requires a permit to work are:

- a) Work on mains electrical wiring, mains incomers and distribution boards
- b) Removal of asbestos or work where asbestos materials are known or suspected to be in place
- c) Major excavations
- d) Sterilising of water systems with chemicals
- e) Access by anyone to confined spaces such as voids, sumps and drains

Permit to work forms can be obtained from the Premises Manager.

3.9 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

All substances, chemicals etc purchased and used within the school must comply with the COSHH guidance contained in the relevant sections of the School's Health and Safety and CLEAPPS Manuals. Risk assessments and hazard data sheets must be provided for all hazardous substances and kept within the school and CLEAPSS safety manual. The COSHH Manager is the Premises Manager who is responsible for ensuring that hazardous substances are logged; that information is available about them; and made available to employees; and that appropriate precautions are taken for use and storage.

Cleaning contractors London Borough of Islington are COSHH compliant.

3.10 DISPLAY SCREEN EQUIPMENT

LBI guidance on display screen equipment is available for all staff and other users where required.

3.11 EMERGENCY PROCEDURES

Emergency Procedures are available in the emergency plan.

3.12 FIRE SAFETY MANAGEMENT

The school has a Fire Safety Policy drawn up in conjunction with the Fire Officer and with regard to relevant legislation. It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

A formal check of the premises fire arrangements is made by the members of the senior management team as often as is required. This includes fire doors, fire signage and alarm systems and will assess their suitability and any repairs or improvements required. Records of the inspection will be kept and addressed by the Senior Leadership team and the governing body.

Fire Fighting and Precautions

All fire fighting equipment is annually inspected. It is the responsibility of the Premises Manager to ensure that fire fighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date.

Fire Alarms

The fire alarms are tested weekly and recorded in the fire alarm logbook by the Premises Manager. Fire alarms are serviced annually by a competent contractor and records kept of the tests.

Fire Drills

Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers. Suitable arrangements must be in place for evacuating those with disabilities or with special educational needs.

Notifying the Emergency Services

The telephones in each school area are capable of dialling 999. In the event of fire the admin team will call the fire brigade from the main office or suitable safe call point.

3.13 FIRST AID

A First Aid Needs Risk Assessment has been carried out to decide what first aid arrangements are required for Margaret McMillan Nursery School and Children's Centre. This takes into consideration the types of activities and their levels of risk to decide numbers, training levels and first aid facilities. Details of this can be found in the First Aid and Accidents Policy.

Details of Designated First Aiders can be found in the main office and staffroom and main notice boards and by all first aid boxes; it is also part of the First Aid and Accident Policy.

The designated persons responsible for checking and maintaining the contents of the first aid boxes are the Designated First Aiders. Although, all staff need to take responsibility for ensuring that the boxes are fully stocked.

Note: If necessary a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training. If an ambulance is required the emergency 999 service should be used and a member of SLT notified. Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorise an ambulance to be called and this should take place without delay.

It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis. There should always be two members of staff present when escorting a pupil to hospital.

Further detail of First Aid and Accident Procedures can be found in the school's First Aid and Accident Policy.

3.14 LEGIONELLA

The school has a Service Level Agreement with Islington council to carry out Legionella testing. The manual and records are kept by the Premises Manager who is responsible for organising, supervising and recording testing.

3.14 MANUAL HANDLING

Manual handling should be limited to those times when it cannot be avoided and only where the risk has been assessed and minimised. If manual lifting is the only option then there are a number of things that can be done to reduce the risk, including;

- making the load smaller or lighter and easier to lift,
- breaking up large consignments into more manageable loads,
- modifying the workstation to reduce carrying distances, twisting movements, or the lifting of things from floor level or from above shoulder height,

- improving the environment – e.g. better lighting, flooring or air temperature can sometimes make manual handling easier and safer,
- Ensuring the person doing the lifting has been trained to lift as safely as possible.

Relevant staff have attended relevant manual handling training.

3.15 NEW AND EXPECTANT MOTHERS

When needed LBI have a relevant and comprehensive risk assessment available for use.

3.16 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Risk assessments are carried out for activities where personal protective equipment are required, e.g. nappy changing, spills etc. Staff are appraised of the need for using PPE and this is proved by the school.

3.17 SECURITY

- The main doors are to be kept locked at all times unless closely supervised by a member of staff.
- At the end of the school day and in the holidays the main entrance door to the class must be locked.
- All staff should enter and exit the building via the main entrance (at reception) at all times
- All internal doors with electronic locks must be kept shut at all times.
- All children must be marked present in the fire register on arrival. Children leaving before their usual time should be marked out as they leave.
- All messages regarding collection or lateness must be recorded in the relevant message book(s).
- Staff should check information before allowing children to leave with someone other than the identified carer.
- Class teachers and SNEWs are responsible for ensuring staff and parents are aware of collection procedures for children.
- Class teachers and SNEWs must ensure that all agency or part-time staff are aware of and understand door and collection procedures.
- Agency and part-time staff should not cover door duty unless they are long-term members of the team and are confident about procedures.
- Visitors, unknown to staff, should be asked to state their business before admittance to the premises.
- All visitors should sign in the visitors' book in the main school office.
- Staff should ensure that they complete the fire register in the main office when they enter and leave the school.
- Class teachers and SNEWs should ensure that additional staff and visitors are added to the fire register and are conversant with the contents of the school's health and safety policy where appropriate.
- Garden doors should be kept unlocked at all times when staff/ children are on the premises.
- Open doors must be fastened securely.
- Staff must report to the headteacher if they lose their fob so it can be removed from the security system.

3.18 TRAINING

Relevant and appropriate training is provided as required.

3.19 VIOLENCE AND AGRESSION

The Health and Safety Executive's definition of work-related violence is:

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

To ensure staff and children are kept safe at work risk assessments are carried out and any necessary adaptations to procedures and the environment are implemented. Margaret McMillan School requires parents and visitors to treat children, staff and other visitors with respect. We endeavour to provide an open and welcoming environment.

3.20 WORK EXPERIENCE

All volunteers and students on placement have appropriate Health and Safety training commensurate to their role and the area within which they will work. Training is provided at induction and is ongoing by their allocated mentors.

3.21 VISITORS

- All visitors must report to the School Office where a signing-in system is in operation.
- Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the school.
- Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the Premises Manager.

3.22 EMPLOYEES FROM OTHER ORGANISATIONS WORKING AT MARGARET MCMILLAN NURSERY SCHOOL AND CHILDREN'S CENTRE *(This would include Family Support Workers, Adult and Community Learning personnel, Health professionals, other education professionals and any service providers based at the school on a regular basis)*

All non-employees of Margaret McMillan who are based at Margaret McMillan are responsible for:

- a. Taking care of the health and safety of themselves and their colleagues, visitors and for any child under their charge
- b. Keeping up to date with current safety procedures
- c. Attending training as directed by their organisation, Margaret McMillan or LBI, and feeding back especially if there are differences or discrepancies
- d. Following instructions issued by Margaret McMillan, their agency or LBI on matters of Health and Safety and make each organisation aware of any discrepancies
- e. Reporting any accidents, dangerous occurrences or safety concerns to Senior Management

When the premises are used by persons outside the employ of the governing body, it will be a condition for all users that they are familiar with this policy, and comply with all safety directives of the governing body. They will not, unless with prior consent of the governing body

- a. Introduce equipment for use on Margaret McMillan's premises
- b. Alter fixed installations
- c. Remove fire and safety notices or equipment
- d. Take any action that may create hazards for persons using the premises or the staff or children of Margaret McMillan

All contractors who work on the school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises

3.33 CATERING

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

The Catering contractor is responsible for:

- a. the safety of the kitchen areas and of keeping the head teacher informed of any hazards which could affect the safety of people or premises
- b. ensuring that its employees are competent in working safety in the kitchens with particular regard to the following:

Hygiene: To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas

Fire: To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen

Training: Providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen fire fighting equipment

Part IV

Inspections, Monitoring, Audit and Review of Performance

4.1 Inspection

- a) Daily Health and Safety inspections are undertaken by the morning premises cover – these inspections are logged in the premises folder.
- b) General inspections take place once per term by the Premises Manager with the assistance of other managers as necessary and in consultation with the Safety Representatives.
- c) In addition Curriculum Leaders or staff in supervisory roles will carry out daily checks on their area of operation and report any problems to the headteacher or Premises Management team

4.2 Monitoring Systems

- a) The Premises Manager, head teacher and governor representative will meet regularly and as required usually following termly inspection so that any issues can be addressed.
- b) The Head teacher will monitor the school's performance on health and safety issues.
- c) The Governing Body will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for the health and Safety issues arising.

4.3 Audit and Review of Performance

- a) There will be an annual audit of all aspects of Health and Safety and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body.
- b) There will be a bi annual self assessment audit carried out in the years that a formal audit is not being carried out.

4.4 Third Party Monitoring/Inspections

- a) The school will be subject to third party inspection and monitoring as follows:
 - As part of Ofsted requirements
 - Provided by Corporate Health and Safety
- b) Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

4.5 Policy Implementation and Review

Date reviewed	February 2025
Date of next review	February 2026
Ratified by Governing Body	March 2024