

Chertsey Nursery School



Mole Valley Family Centre



Health Safety and Welfare Policy & Arrangements For

Chertsey and Dorking Nursery Schools and Mole Valley Centre

To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

This policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and is obtainable via SCC website.

Reference is made to Surrey County Council Health and Safety Policy. Where Surrey County Council is the employer i.e. Community and Voluntary Controlled Schools, this policy must be followed.

- Part 1: Statement of General Policy on Health, Safety and Welfare
- Part 2: Organisation and Responsibilities for Health, Safety and Welfare
- Part 3: Arrangements and Procedures for Health, Safety and Welfare

Part 1:

Statement of General Policy on Health, Safety and Welfare

1. The Governing Body & Leadership Teams of Chertsey and Dorking Nursery Schools and Mole Valley Family Centre:
 - Recognise that the safeguarding of all our children is of paramount importance and that this policy is in accordance with our safeguarding/child protection policy
 - Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
 - Act in accordance with the general health H&S policy of Surrey County Council.
 - Require all managers, in the community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.
2. The Governing Body & Leadership Teams will, provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:
 - A workplace in a safe condition.
 - A safe working environment
 - Safe systems of work
 - Safe plant and equipment
 - Safe access and to and from all areas
 - The safety of articles and substances for use at work
 - Sufficient Instruction and Training Supervision.
3. In support of the above, the Governing Body & Leadership Teams will ensure an adequate process for all necessary risk assessments to be carried out and communicated to all relevant persons, and for the significant findings to be properly incorporated into the H&S procedures.

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Bodies & Leadership Teams of Chertsey and Dorking Nursery Schools and Mole Valley Centre.

1. The Governing Body

The Governing Body approves the H&S Policy and monitors its successful implementation. The Governing Body further ensures, as administrators of the delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policy. The Governing Body will specifically:

- 1.1 Include Health and safety targets in the Centre Development Plan.
Targets may include,
 - Provision of facility for health and safety purposes.
 - Training for Governors/staff, and volunteers
 - Revision of policy/procedure
 - Links to safeguarding of children or staff
- 1.2 The Resources Committee will act as a delegated link regarding all H&S matters and the FGB. Minutes of meetings will be provided to the FGB from Resources Meetings. Any matters that require FGB approval or attention will be raised by a member of the Resources Committee. At least one member of the Resources Committee will have up to date H&S Training at any time.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that Resources Committee (including H&S) is an agenda item on full Governing Body termly meetings, and H&S updates will be provided to the Resources Committee. This report may include information on:
 - Progress of the H&S targets in the Centre Development Plan
 - Relevant H&S information received from SCC or its Advisers
 - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the H&S policy and procedure as may become apparent via the strategies above.

2. Executive Headteacher

As Senior Manager for the premises, and of all on & off site centre related activities, the Executive Headteacher is responsible for the day to day management of H&S. The Executive Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Executive Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.3 Appropriate staffing levels for safe supervision are in place.
- 2.4 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building
 - Play equipment
 - Fire appliances
 - Boiler/heating systems
 - Portable electrical appliances
 - Water systems
 - Pond/other areas where static water is part of the outside provision
 - First Aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g. gardens and soft playroom.
- 2.5 An adequate needs analysis of H&S training is undertaken for staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
 - Executive Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole staff community through fire drills
 - First Aid
 - Risk Assessment
 - H&S Coordinator
 - Lifting and Handling training on induction and reviewed at intervals deemed appropriate by the Leadership team
 - Working at heights
 - Display Screen.
- 2.6 Any further specific H&S training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The organisation secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 The organisation cooperates and participates in the County's H&S monitoring arrangements.
- 2.10 A termly H&S report is provided to the Resources Committee

- 2.11 An Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Executive Headteacher. This is the Bursar/Assistant Bursar.

Functions may be delegated to the H&S Coordinator, The Bursar or Assistant Bursars, who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Executive Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Line Managers

Managers in charge of staff are responsible to the Executive Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

The risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.

All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the procedure.

All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.

Any equipment/appliance which has been identified as being unsafe is removed from service.

H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Executive Headteacher, and a report to the Executive Headteacher is provided where necessary.

The H&S training needs of staff are identified and the Executive Headteacher informed accordingly.

Staff are properly consulted on any matters that may affect their health or safety whilst at work.

New transferred and temporary staff receive appropriate H&S induction training.

First aid provision is adequate.

Children are given relevant H&S information and instruction.

4. Staff (Including supply)

Nursery staff are responsible for the H&S of all children under their care and in particular must ensure:

Effective and appropriate supervision of the children

That appropriate safety instructions are given to all children prior to commencing practical sessions.

All staff must ensure:

That they are conversant with the H&S policy and any arrangements specific to their own department.

They know the emergency procedures.

Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.

That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.

That they report any defective equipment to the relevant person.

All accidents and incidents are reported and reviewed or investigated.

The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.

That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.

5. Health and Safety Co-ordinator

The Executive Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation & management of the organisation, and report to the Executive Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- Having an overview of the H&S Policy and Arrangements, bringing amendments to the attention of the Head where necessary.
- Overseeing & supporting the centres' Risk Assessment/Risk Management process and advising the Head of any deficiencies.
- Carrying out, with the Head and others as appropriate, the accident/incident recording, reporting, and investigation arrangements.

- Advising the Head and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- Reporting to the Head any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- Ensuring that all Senior Managers (team leaders) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
- That periodic H&S inspections are carried out at a timescale agreed by the Head/Bursar, paying particular attention to the building structure, services, access to/from the centres, and the main circulation areas.
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6. All Employees (including temporary & volunteers)

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

Participate in the risk assessment process and comply with findings.

Report any defects in the condition of the premises or equipment of which they become aware.

Report all accidents/incidents in accordance with the procedures.

Be familiar with the procedure to be followed in the event of a fire/emergency.

Make use, where relevant, of personal protective equipment provided for safety or health reasons.

To follow all relevant codes of safe working practice and local rules.

To report any unsafe working practices to their Line Manager.

There are opportunities at each team/staff meeting to report any concerns regarding Health and Safety, and staff are encouraged to report any concerns to the Bursar or Assistant Bursar.

8. Health and Safety Committee

Health and Safety is a delegated responsibility of the Resource's Committee. There will be an annual Health and Safety check by a Governor and termly inspections by the Bursar, who is the Health and Safety Co-ordinator.

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our organisation to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Administration of medicines and first aid

A number of staff from all sites are trained in paediatric first aid every 3 years. Lists of staff who are trained can be obtained from the office on each site. First Aid boxes are in a number of locations on each site. There are also identified staff who are trained First Aiders at Work. Staff are required to read updates to the Medical Needs Policy when reviewed and on induction. Children with significant medical needs will have a Care Plan agreed and written between the setting and parents. All medicine on site will be stored securely, parents complete a form to authorise the school to administer this and they are reminded this is their responsibility. First aid treatment for children is recorded in Accident Books and shared with parents. Accidents involving users and staff plus more serious accidents involving children, we use Surrey's on line accident/incident reporting system. The office will submit the report in consultation with the person affected and any witnesses. The Senior Member of staff onsite will be immediately informed and undertake the investigation. It is the responsibility of all staff to check with their doctor that if they are on medication they are fit to work with children. Medication of children follows pupil health and administration of medicine guidelines.

All children with allergies or intolerances to particular foods are catered for. Our caterers are able to provide alternative menus which are agreed in advance with parents. Staff in the classrooms are made aware of the children with allergies and intolerances so that any food offered to them for snack, cooking or lunches can be monitored. Only food that is purchased by staff, and checked for its contents is allowed to enter the building. All our buildings are nut free. Other foods are banned depending on the needs of the current cohort, ie, eggs, kiwi, etc.

2. Adverse Weather

The organisation will take account of all weathers to ensure that adequate control measures are in place at all times, including sun/heat, cold/ice/snow/wind, rain. Parents are informed through emails and news letters of the organisations approach to the control measures in different weathers and staff take a shared responsibility for enforcing the policy. Ensuring children are appropriately dressed to access the environment and weather conditions is vital. The approach to tree management and regular checks on trees etc form part of the risk assessment.

3. Contractors

Contractors are stringently checked before any work commences. All contractors are informed of any health and safety arrangements before work commences and safe working arrangements are agreed beforehand. Work is regularly monitored and risk assessments undertaken if necessary by SCC or the health and safety co-ordinator as appropriate. Hot work permits are checked by SCC prior to any work being commenced. All contractors are required to wear appropriate ID, will be supervised if necessary and work arranged outside of school hours where possible.

4. Display Screens

Self-assessment forms are available to each appropriate user to ensure workstations are set up correctly. Staff will complete relevant training where they are considered a user in order for them to use the workstation safely. Health concerns to be reported to line managers.

5. EYFS Curriculum

The EYFS curriculum promotes a secure, safe environment, combined with challenge and risk. The children are encouraged to climb, use tools and equipment that are outside their comfort zone. Our curriculum provides activities such as soft play and large outdoor gardens. Consistent rules and boundaries are in place for staff and children to keep them safe.

Wearing of jewellery, wearing PPE and use of technology are all part of the curriculum risk assessment. All staff share a responsibility for ensuring children are safe whilst accessing the curriculum at all times.

Forest School

Before each programme of Forest School/Woodland begins, a risk assessment is made and entered on the Evolve system for the EVC to authorise. The area is checked prior to any visit so that the risk assessment can be specific to the event and time of year, it will also be checked on the morning before any visit. Staff will ensure that the adequate ratios are met and the needs of the individuals are catered for. See also Forest School/Woodland Policy.

Playground

The use of the outdoor spaces is an important part of the EYFS curriculum and the use of the outdoor spaces is promoted to encourage appropriate risk.

Soft Play

There is a separate soft play area at Dorking Nursery School, West Street site, whereby the risk assessment ensures that there is safe number of staff and children in the space when in use. There are consistent rules for jumping, climbing and use of ball pit.

6. Fire Safety

A fire risk assessment is carried out annually on each site by the named Fire Wardens. This informs the Fire Safety Action Plan and addresses any issues that are ongoing. Weekly testing of the fire alarms/monthly testing of the emergency lighting and statutory inspections of all fire safety equipment take place at required intervals. Fire Drills take place on each site once a term and all staff have Fire Safety training at regular intervals and on induction. Fire Safety notices are in visible in all rooms. Gas appliances serviced annually.

7. Lone Working

Staff are required to inform line managers if working out of hours and later onsite. If possible, two members of staff will secure the building together. Staff are responsible for informing family members of their location and external doors to be locked at all times. If parents/children on site, there must be at least two members of staff. No working from heights should take place when lone working. All family centre staff complete lone worker training during induction and must attend initial home visits with another team member/professional. Family centre staff are required to record their locations at all times in calendars and inform line managers when left final visit.

8. Manual Handling and lifting of equipment and children

Equipment is provided on site for lifting and moving of equipment, staff required to complete Manual Handling training on induction and regular updates delivered. Behaviour policy to be followed at all times regarding the movement of children. Specific risk assessments will be

completed as necessary for individuals, which may require the permission of parents. All classroom based staff complete Positive Touch training as part of their induction to enable them to support the safe movement of children.

9. Pandemic

In the event of any local or national pandemic or infection control outbreak, specific risk assessments and continuity plans will need to be referred to.

10. Pregnancy

Individual risk assessments are completed when staff are pregnant. These will be reviewed regularly throughout the pregnancy and Occupational Health referrals completed/advice followed.

11. Premises

Access Control/Security

All visitors to sign in at the entrance and to be issued with a visitor badge. Identity to be checked when applicable. Visitors to wait appropriate location as directed by welcoming member of staff. Access into the building is managed by office staff and entry to areas where there are children is controlled. Staff are expected to wear their name badges at all times. Unknown adults collecting children are required to use secure password system in place. All perimeter and exterior gates checked and secured regularly.

Parents are encouraged to walk if possible. Parents reminded of health & safety concerns regarding traffic and the car park in newsletters. Staff are reminded to be vigilant when using staff car parks. During building works contractors are instructed to avoid busy times for deliveries.

All visitors to sign in at entrance and to be issued with visitor badge – and only to be allowed through the door if they are expected and/ or identity verified. Notices are in reception areas to remind visitors about conduct.

Asbestos The health and safety co-ordinator is responsible for the asbestos survey and ensuring that all contractors and other site supervisors have sight of the survey prior to any work starting on the premises. There is a copy of the asbestos register kept in the nursery front office for the use of contractors. Caretakers, the Bursar and Assistant Bursar are aware where there is a risk of asbestos, and thus unsafe to drill or affix anything to walls.

Caretaking

There are specific risk assessments for each site to support the varied role of the caretaker/handyman. These will support the safe and consistent use of tools and equipment as well as working from heights and lone working.

Electrical Safety

Any faults on portable electrical equipment noticed by users are reported to the health & safety co-ordinator as required. Portable appliance testing is carried out annually. Fixed wiring inspections are carried out every 5 years by a Surrey approved contractor. It is the responsibility of staff to carry out visual checks prior to using any equipment. The use of portable heaters should be avoided if possible, and radiant bar heaters and portable fuel burning heaters should not be used under any circumstances. Other types of heaters may be used if necessary, in an occupied room and the heater should be switched off and unplugged when the room is vacated. All heaters should be kept well clear of combustible materials and should not cause an obstruction. When not in use, heaters should be unplugged and stored safely where they do not obstruct the classrooms, escape routes or obscure signage.

Glass & Glazing All replacement glass meets national safety standards. Glass is monitored as part of the termly health and safety inspection.

Housekeeping, cleaning & waste disposal All classroom/play areas and toilets are cleaned daily and other areas regularly. Wet floor signs are always put up when needed.

There are nappy bins and these are disposed of appropriately. All glass to be recycled or wrapped before being disposed of. Salt for snow and ice is stored in bins in various locations on all sites. All staff are responsible for ensuring the premises are kept clean, safe and waste is disposed of properly.

Hazardous Substances Hazardous substances are kept to an absolute minimum, but where used they are to be kept where they cannot be accessed by children. Suitable protective equipment to be worn

Training to be given where necessary and COSHH sheets are completed for all hazardous substances used on site. Staff who will be expected to use these will read and confirm they understand them using the CPOMS system.

Water Hygiene/Legionella and Safety Initial Risk Assessment reviewed every year. Tank condition and compliance inspections, Maintenance checks on blending valves annually, Monitoring regime in place for temperature checks.

Site assessment

The site assessment risk assessment ensures that all other aspects of the premises have clear control measures in place, including slips, trip hazards, use of doors, welfare facilities and asbestos etc.

Traffic control

At each site there are specific control measures linked to the movement of vehicles on the premises, not only before and after the school day, but also during the school day for deliveries and school lunch vehicles.

12. School Trips/ Off-Site Activities

Educational visits Co-ordinator – Pam Lawrence (Dorking) / Anita Cheeseman (Chertsey)
See educational visits policy. All off site trips are recorded on Evolve and authorised by EVC.

13. Servery

The servery is an area of the school, the main purpose being the serving of hot school meals. Staff working in the servery, will have completed the appropriate Food Hygiene training. Daily, weekly and termly checks/cleaning take place and this is detailed in the schedule in the servery.

14. Wellbeing and stress

The wellbeing of staff is a high priority, staff are encouraged to speak to their line managers or the Executive Headteacher if they feel under stress. The organisation pays into an Employee Assistance programme which offers confidential advice and counselling for all staff and access to Occupational Health. Staff also have regular appraisal meetings with line managers and all Family Centre staff have supervision internally (outreach also have external supervision). Patterns of sickness and return to work meetings are a priority to ensure that staff are supported and risks can be assessed. See also Wellbeing Strategy and Policy

15. Work experience, students and volunteers

Work experience students, often from local colleges or secondary schools are welcome. Prior to the commencement of any placement, all students and volunteers are invited into meet with the staff member responsible for them to carry out an individual risk assessment. Schools and colleges also provide documentation that must be completed at the start of a placement. Students are reminded they must not be left unsupervised at any time and are not to provide any form of intimate care for children.

16. Working at Height

All working at height tasks are risk assessed prior to completion. Staff must not work at height without another member of staff present or in the presence of children. All heights out of expertise of staff must be completed by approved contractors. Staff have regular updates about WAH and issued HSE guidance on induction. All WAH equipment is provided and checked regularly.

Approved by the Governing Body: April 2022

To be reviewed: April 2023

Family Centre: Yes	Nursery: Yes	Parents: Yes
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Based on Surrey Model Policy April 2014.