

NORTH ISLINGTON NURSERY SCHOOL & CHILDRENS CENTRE –

HEALTH & SAFETY

Signed on behalf of Governing Body: Sally Franklin

Date: September 2019

Review Date: September 2020



Procedures

Responsibilities

The Governing Body accepts its responsibility as an employer for providing a safe and healthy working environment for all staff in its employment, for the children attending the school and for other people who visit and use the school.

All reasonable steps will be taken to fulfil this responsibility, including –

- The provision and maintenance of safe facilities and equipment.
- To provide safety arrangements especially in areas of high risk.
- To pass on information and advice conducive to safety.
- To provide a healthy working environment and adequate welfare facilities.

Headteacher

The Headteacher has primary responsibility for Health and Safety matters within the school. In his absence it is the responsibility of the Leadership Team member on management duty.

Headteacher is responsible for –

- Setting up arrangements to cover all health and safety legal requirements.
- Monitoring the effectiveness of the arrangements
- Producing a policy to be approved by the Governing Body and bring to the attention of all staff. To be included in staff inductions. To revise and reissue documents as and when necessary
- Resolution of all health and safety problems
- Informing the Director of Education of any instances where delegated local executive has proved to be inadequate to reduce the identified hazard and to take action to avoid danger pending rectification

- Noting and bring to the attention of all staff any guidance produced by the Health and Safety Adviser from Islington on Health and Safety issues
- Keeping a record and file of all Health and Safety correspondence to which all staff have access
- Appointing a staff representative for staff to report issues to (Laura Francois). This representative will report any issues/findings to the Governing Body
- To be available and co-operate with Safety Representatives as far as reasonable in their efforts to carry out their duties
- Responding to written reports from Safety Representatives within a reasonable time
- Ensuring all areas are inspected by the Safety Representatives and that risk assessments are carried out as and when necessary
- Ensuring adherence to the Accident Reporting Procedures and that regular reviews are carried out
- Ensuring all visitors and contractors are aware of any hazards in the school of which they may be unaware
- Ensuring adherence to the Fire Policy and Emergency Evacuation Procedures. Ensure these are reviewed regularly
- Ensuring all new staff are given a full induction to include all Health and Safety procedures

Site Safety Co-ordinator

Site Safety Co-ordinator is the School Business Manager and is responsible for –

- Production and review of all Policies and Procedures relating to Health and Safety
- Risk assessments
- Reporting any risks to the Headteacher
- To be available to give any Health and Safety advice and training where possible
- Ensuring all Health and Safety training is kept up to date
- Liaising with the Health and Safety Advisor from Islington
- Report to the Governing Body when appropriate

All staff

All staff are responsible for –

- Taking care of the Health & Safety of themselves, colleagues and any children in their care
- Keeping up to date with current safety procedures

- Attending any training required
- Following any instructions issues regarding Health and Safety
- Reporting any accidents, dangerous occurrences or safety concerns to the Leadership Team or Health and Safety Staff Representative
- The safety of all children under their care by effectively supervising their activities
- Carrying out emergency procedures in respect of fire, emergency evacuation, security and first aid
- Observing and adhering to all safety procedures and instructions

Premises Manager

Our Premises Manager is responsible for the safety and condition of the following areas:

Corridors

Reception area

Stairs and toilets

Staff room

Walk in store cupboards

Boiler room

Plant room

Roof access

Boundary walls and fences

Outside spaces

- Liaising with the Site Safety Co-ordinator with regard to risk assessment
- Informing the Site Safety Co-ordinator and/or Headteacher of any risks and urgent repair works that are needed to ensure the safety of the site
- Requesting quotations for work, in co-operation with the Site Safety Co-ordinator, as and when necessary
- To be available to all contractors coming on to the site and ensure they are aware of the schools Health and Safety procedures and to be the liaison to contractors on the school's behalf

Catering Staff

Catering Manager is responsible for:

- Ensuring the environment is safe to work
- Ensuring risk assessments are up to date and accurate

- Ensuring that all kitchen staff are aware of their responsibilities under Health and Safety Regulations
- Reporting any equipment faults to the Site Safety Co-ordinator promptly

Contractors

All contractors to be made aware of the Health and Safety procedures (see Premises Manager responsibilities above).

All contractors must report to the school office on arrival and must be given asbestos information where relevant. Major contractors will be given a CAFv1 form to complete (Appendix 1).

Contractors will not, unless contracted to do so –

- Introduce equipment for use on the school premises.
- Alter fixed installations.
- Remove fire and safety notices or equipment.
- Take any action that may create hazards for persons using the premises or staff and pupils of the school.

The above applies to contractors who are working at the school out of hours.

Visitors

All visitors must report to the School Office and must sign in and out. A visitors badge must be displayed at all times and be returned to the office on departure.

Supply teachers for the school are required to sign in on arrival and wear a visitors badge at all times. On their arrival office staff will inform them of the fire exists and the process in the event of an emergency. Supply teachers are required to provide office staff with ID which will be checked against the agency checklist. Teaching Agencies send us an ID checklist prior to agency staff arriving, the checklist highlights data such as personal details, right to work in the UK, qualifications and DBS number. These checklists are signed once the agency staff arrive and we are happy this is the correct person, folder is kept in the main office.

Cleaning Contractors

The School Business Manager is to ensure that cleaners are made aware of the schools Health and Safety Procedures.

The Cleaning Contractor is responsible for ensuring compliance to COSHH (control of substances hazardous to health) guidelines. Data sheets of all substances used by the cleaners are held in a file in the main office.

All cleaning equipment and substances to be kept locked away at all times.

The Cleaning Contractor for the school is Schools Office Services.

Arrangements

First Aid

All staff are fully First Aid. New staff will be trained within 3 months of their employment starting. Staff will receive a refresher annually. Located throughout the building we have signage naming 3 first aiders along with the location of the nearest first aid box and telephone number of the school. The named first aiders will take on any additional responsibility relating to first aid such as carrying out the monthly checklist on equipment.

Parents are encouraged to sign a permission slip at the time of admission to allow staff to administer first aid as necessary.

First aid boxes are located in each classroom and office within the building. A first aider is responsible for checking that these boxes are fully equipped on a monthly basis. The school has two travel first aid kits which are used on outings.

All minor accidents are recorded in the accident books which are held in each classroom and the main office. Parents will be informed of the accident and asked to sign the book. In the instance of a serious accident a member of the Leadership Team will be informed and complete Islington's reporting form (Appendix 2) will be completed and sent to the Health and Safety representative via the IRIS online system, staff members without access to IRIS complete the form manually and scan it to Corporate Health & Safety (corporatehealthandsafety@islington.gov.uk). If an accident is deemed serious or a child has been admitted to hospital for treatment for more than 24 hours than the school must report the accident to Ofsted via email enquiries@ofsted.co.uk the manager on duty will be responsible for this.

Health Guidance and Administering Medicines for Children

We follow guidance from the Public Health Agency 'Guidance on infection control in schools and other childcare settings' which can be found in the main office. This guidance advises us on many conditions and what action we should take in terms of precautions to stop the spreading of illness or the need to exclude a child whilst they are unwell. We sometimes refer to information on NHS online.

We are able to administer prescribed medicines under clear instructions from a parent/carer. Staff agreeing to administer medicine must feel competent to do so. There are standard permission forms which a parent/carer must complete and sign in order for a staff member to administer the medicine. When the staff member administers the medicine they must complete a medication form which states what they have given, the time and amount. This form will be signed by a witness. These forms are kept in the main office. We exclude children for 48hrs following the start of antibiotics (please refer to Managing Medicine Policy for more information).

Fire Procedures

- See the Fire Policy and Emergency Plan for full details
- Fire Evacuation Procedure Posters are displayed in each room
- Policies will be reviewed annually unless there are significant changes beforehand
- Fire Risk Assessments are carried out by external agencies commissioned by the local authority. The School Business Manager produces an Action Plan following their visit.

Hazard Reporting

Any hazards found must be reported immediately to the Premises Manager and in his absence the School Business Manager for immediate action. Action will be taken to remove the hazard and where necessary a risk assessment will be completed.

Repairs and Maintenance

All damages and signs of wear and defect must be reported to the Premises Manager. The Premises Manager has a maintenance book in the main office which staff should use to report any repairs/jobs which need attention. The Premises Manager will arrange for any repairs to be carried out and will organise any contractors required. Anything beyond the Premises Manager's capability will be passed on to the School Business Manager to source an alternative contractor.

School Premises Floor Plans

A copy of the school floor plans are located on the wall above the fire alarm panel and in the Health and Safety Manual located in the main office.

Electrical Equipment

- All portable electrical equipment will be tested annually. A copy of the test results will be kept in the Health and Safety Manual which is kept in the main office
- All staff must visually check electrical appliances before use and report any defects to the Premises Manager or the School Business Manager
- All defective equipment must be taken out of use immediately
- Fixed Wire testing will be carried out every 5 years

Maintenance

A schedule for maintenance is drawn up by the School Business Manager and reviewed with the Headteacher termly. This will be shared with the Governing Body.

Annual Services will be carried out on the following:

Access Control

Fire Extinguishers

Boiler

Kitchen Equipment

Emergency Lighting

CCTV

The following will be carried out 6 monthly:

Fire detection

Lift

Intruder alarm

The following will be carried out monthly:

Water testing

Emergency lighting – by Premises Manager

Fire alarm – by Premises Manager

Fire Extinguishers – by Premises Manager

Cleaning

Cleaning is carried out by Schools Office Services and takes place in the evening once the school has closed. A deep clean is carried out during the summer closure. All staff have fully enhanced DBS checks. Cleaning materials are all kept in a locked cupboard. Cleaning staff are fully trained in the use of their materials and do not keep hazardous products on site.

Risk Assessments

- Fire Risk Assessment – see Fire Procedures above
- Water Risk Assessments are arranged by the local authority on an annual basis
- The School Business Manager is responsible for carrying out Risk Assessments supported by the Premises Manager and Health and Safety Representative
- Off Site Risk Assessments are carried out by the Class teacher organising the trip and handed to the office – see Outings Policy for further information
- All Risk Assessments regarding the Kitchen will be carried out by the catering contractor Caterlink
- All Risk Assessments regarding cleaning procedures will be carried out by the cleaning contractor. They are stored on site in their cupboard for our reference.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- As an employer we will report any work-related deaths, injuries, cases of disease, or near misses involving our employees wherever they are working.
- In cases of death or major injuries, we will notify the enforcing authority without delay, either online www.hse.gov.uk or via telephone 0845 300 9923. Cases of over-three day injuries must be notified within ten days of the incident occurring using the appropriate online form. Cases of disease should be reported as soon as a doctor notifies us that our employee suffers from a reportable work-related disease using the online form.

Legal framework

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work & Fire Precautions (workplace)(amendment) Regulations 2003
- Health & Safety (First Aid) Regulations 1981
- Control of Asbestos at Work Regulations 2004
- Regulatory Reform (Fire Safety) Order 2005
- RIDDOR 2013