

# COVENTRY CITY COUNCIL PEOPLE'S DIRECTORATE

## HEALTH AND SAFETY POLICY

# HILLFIELDS



# Nursery School

Enquiring / Exploring / Learning

*to be signed on next Governors meeting - 11 February 2020  
(adopted January 2020)  
Review date January 2022*

**Customer and Workforce Services  
Health and Safety Services**

Head Teacher: Fiona Brinson

Signature: ..... Date: .....

Chair of Governors: Melanie Harvey

Signature: ..... Date:.....



Coventry City Council

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**HEALTH AND SAFETY POLICY**  
**Hillfields Nursery School**

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## INTRODUCTION

Coventry City Council's Health and Safety Policy Document details its commitment to effective and successful health and safety management. It contains a statement of intent, together with organisation, details of the arrangements and monitoring systems for Health and Safety management which must be in place for Coventry City Council establishments, including schools. It is available on the intranet at:

<http://insite.coventry.gov.uk/ccm/navigation/support-services/health-and-safety/corporate-health-safety-policy-document/>

The Council's Health and Safety Policy is central to an understanding that health and safety must feature prominently in all aspects of the operation of each school in order to ensure compliance with the health and safety legislation.

In addition, Ofsted requires schools to hold various other documentation relating to health and safety.

This policy relates to Hillfields Nursery School and will ensure compliance with Coventry City Council's Health and Safety Policy and Ofsted requirements by establishing clearly defined roles, responsibilities and arrangements at a local level.

There are four parts to this Policy:-

1	<b>Aim, objective and Statement</b> Declaration of intent by the Chair of Governors/ Head Teacher
2	<b>Organisation</b> The management structure and defining of roles and responsibilities
3	<b>Arrangements</b> The procedures and systems necessary for implementing the Policy.
4	<b>Monitoring</b> The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance.
	Appendices Associated documents- Flow Charts x2

## 1. POLICY AIM, OBJECTIVE AND STATEMENT

### Policy Aim

To be a Nursery School where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all Nursery School staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities. This ties in with the Nursery School's overall ethos to provide a safe and friendly environment for children, families and staff.

### Policy Objectives

- to conduct all our activities safely and in compliance with legislative standards
- to provide safe working and learning conditions
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them
- to be a Nursery School that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- to promote the principles of sensible risk management which enables innovation and learning

### Policy Statement

Hillfields Nursery School recognises and accepts its responsibility as an employer and provider of services and provides a safe and healthy workplace and learning environment for all staff, children and such other persons as may be affected by its activities.

Hillfields Nursery School adopts health and safety arrangements in line with Coventry City Council's Health and Safety Policy and strives to meet and adhere to all relevant health and safety legislation and to Coventry City Council policies and procedures.

Good health and safety management is an integral part of the way that the Nursery School operates and is considered across all work activities and across the wide range of educational activities delivered.

Hillfields Nursery School follows the EYFS curriculum and has the appropriate risk assessments in place, which are regularly reviewed by staff and the LA H&S adviser.

Hillfields Nursery School ensures that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we do this by;

- *accessing the services of a competent Health and Safety Advisor.*
- *having a service level agreement with the City Council's Health and Safety Services Team.*

The Nursery School:

- seeks to ensure that its buildings, grounds, and equipment meet appropriate health and safety standards.
- promotes health and safety training to ensure competence and awareness
- develops and communicates information on sensible risk management and safe working practices.
- requires all employees and supports all children to show a proper personal concern for their own safety, for that of the people around them within the delivery of the curriculum and through pastoral care.
- requires staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

Hillfields Nursery School adopts a planned risk based approach to health and safety management based on the principles of sensible risk management. This involves:-

- assessment of hazards and associated risks
- the identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior management team and other supervising staff members and the review of incident statistics
- including health and safety requirements/responsibilities into contract conditions which is enforced by the governing body, senior leadership team and other supervising staff members
- the provision of information, instruction, training and protective equipment to staff (and children where required)
- the review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of Hillfields Nursery School that this policy statement and its implications are understood and acted upon by all staff, governors and other relevant persons within the Nursery School. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we ensure that this policy is implemented. Copies of the policy are emailed to all staff, governors and is available on the Nursery School's E-network system (resources/Health & Safety- folder) with the signed paper copy held in the admin office on behalf of the Headteacher and Governing Body.

## **2. ORGANISATION**

### **Roles and Responsibilities**

#### **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.

Hillfields Nursery School's employer is the Local Authority (LA). Whilst the LA is responsible as the employer to ensure compliance with health and safety legislation, the Head and Governors have management responsibilities to ensure the health, safety and welfare of employees, children, visitors and contractors and self employed staff. The senior leadership team and the governing body, as the management body, ensures that Nursery School staff and premises comply with both Coventry City Council and local health and safety policies and practices.

Hillfields Nursery School's Governing Body have direct responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of employees, pupils, visitors and contractors and the self-employed staff. The senior management team and governors as the management body ensures that school staff and premises comply with both Coventry City Council and local health and safety policies and practices.

#### **Governors**

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, children, service users, contractors and visitors.

Hillfields Nursery School's governing body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, children, visitors and other people affected by the establishment's activities. The governing body;

- produces a local health and safety policy and devises appropriate procedures for managing health and safety related issues
- implements the policies of Coventry City Council and any agreed local policies or procedures where appropriate
- as part of their decision making, takes into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation
- receives and actions regular and routine health and safety reports from the Head to enable it to monitor and evaluate the effectiveness of the health and safety management systems

- ensures when awarding contracts that health and safety is included in specifications and contract conditions taking account Coventry City Council policy and procedures
- ensures that the Nursery School has access to competent health and safety advice

### **Headteacher**

The Headteacher complies with Coventry City Council's health and safety policy and in particular :-

- visibly supports the People Directorate's health and safety arrangements, works with trade union and employee health and safety representatives and ensures that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- ensures health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- supports accident and incident investigations, review reports and statistics, utilises information on trends and hot spots
- undertakes monitoring and ensure the provision of adequate resources to achieve compliance
- ensures that local procedures for the selection and monitoring of contractors are in place and meet the requirements of Coventry City Council's policy and procedures
- ensures that the Nursery School has access to competent health and safety advice

Hillfields Nursery School's Governing Body places responsibility on the Headteacher to achieve the objectives of the health and safety policy. The Headteacher ensures that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties the headteacher and teacher/s have a common law duty of care for children which stems from their position in law "in loco parentis".

### **Senior Management Team**

The SMT at Hillfields Nursery School undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This is done under the direction of the Headteacher, the Office Manager and any other member of staff with supervisory responsibilities :-

- identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to

work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment

- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

### **Employees**

All employees, agency and peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements and in particular are required to:-

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- co-operate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- support the Nursery School in embedding a positive safety culture that extends to the children/families of the Nursery School and any visitors to the site

### **Shared site users/Partners**

Where there are external practitioners using the building, all external practitioners shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. The Nursery School, as the primary site user has the lead responsibility.

All shared users of the site must agree to:

- co-operate and co-ordinate with the Nursery School on health and safety matters.
- provide information relating to any additional risks or procedures which will be new or unusual to those of the Nursery School that may arise from their activities.
- maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the Nursery School so as to ensure the health, safety and welfare of all Nursery School staff and users.
- meet the insurance requirements of the Nursery School and Coventry City Council.
- familiarise themselves with and communicate to their employees the health and safety arrangements at Hillfields Nursery School

The Nursery School ensures that:

- the premises are in a safe condition for the purpose of use

- adequate arrangements for emergency evacuation are in place and communicated
- users are consulted with on health and safety matters
- the Nursery School's health and safety arrangements are made available to shared users

### **Use of premises**

The Nursery School has a use of premises guidelines.

The guidelines cover

- Procedures for fire evacuation and security arrangements
- Requirements relating to accident, assault and near miss reporting
- Requirements and the provision of first aid.

Persons/organisations using the site must agree to:

- co-operate and co-ordinate with the Nursery School on health and safety matters
- agree to the terms of the guidelines in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the Nursery School that may arise from their activities

The Nursery School ensures that:

- the premises are in a safe condition for the purpose of use.
- health and safety arrangements are detailed in the guidance and that these are fully explained and communicated.
- adequate arrangements for emergency evacuation are in place and communicated.

### **3. ARRANGEMENTS**

The following arrangements are adopted to ensure that Governors and senior management team fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site.

#### **Setting health and safety objectives**

The Governors and the Headteacher specifically review progress of health and safety objectives at the termly meeting of the Governing Body (this may be included as part of the report to governors). Where necessary health and safety improvements are identified and included within the Nursery School action plan.

#### **Provision of effective health and safety training**

The Headteacher and Governors consider health and safety training annually, focussing on mandatory training as a priority.

#### **Specialist advice and support**

Specialist advice and support is obtained from the LA, H & S Advisor or Coventry City Council's Health and Safety Services team, as required. Where necessary, health and safety issues are escalated to the Resources Management Committee.

#### **Establishing adequate health and safety communication channels**

Communication channels are established for the exchange of health and safety knowledge and information. Where necessary, these communications are recorded and include:-

- Senior management team meetings and staff meetings;
- provision of information relating to safe systems of work and risk assessments;
- training provided
- communication of health and safety bulletins or information from Health and Safety Services
- communications with relevant specialist advisors and People Directorate committees and bodies.

Where health and safety issues cannot be resolved at local level, they are escalated through the management structure as appropriate.

#### **Financial resources**

The Governors along with the headteacher and SMT review the Nursery School budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

## Other arrangements

Specific site arrangements can be found, or may be referenced, in the appendices to this document.

<b>Arrangements</b>	<b>Location/appendix reference</b>
Fire and Emergency Plan	Admin office
First Aid risk assessment	Admin office
Risk assessments for all staff and curriculum activities	Network drive – Resources/RA
Risk assessment for home visits	Network drive – Resources/RA
Procedures for the reporting and investigating of accidents, near miss incidents, work related Ill health and assaults	Admin office/reported on Assure portal
Procedures for lone working and associated risk assessments	Admin office
Use of Display Screen Equipment (DSE) checklist	Admin office
Procedures for the Control of Substances Hazardous to Health (COSHH)	Admin office
Procedures for the selection and management of contractors	Admin office
Procedures for the management of asbestos – 6 monthly site walks	Admin office
Procedures for the management of legionella – Hertel – management and remedial work	Admin office
Procedures for driving – business insurance for staff who use their car for business	Admin office
Procedures for site security	Admin office
Site inspections – 6 monthly visit	Admin office
Premises management/statutory inspections – records in H & S Management Folder	Admin office

\*all Nursery School staff have access to e-network, where Nursery School documents are available- Resources drive.

## 4. MONITORING

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Governors and SMT on a regular basis **every two years** as a minimum, or as required.

In order to substantiate that health and safety standards are actually being achieved, the Nursery School measures performance against pre-determined plans and objectives. Any areas where the standards are not being met require remedial action. The Nursery School uses different types of systems to measure health and safety performance:

### **Active monitoring systems:**

- spot checks and termly site inspections are undertaken.
- documents relating to the promotion of the health and safety culture are regularly examined and reviewed.
- appropriate statutory inspections on premises and equipment are undertaken.
- where necessary, health surveillance and environmental monitoring systems are implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

### **Reactive monitoring systems:**

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

### **Reporting and response systems:**

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- Resources committee within the Governing Body and senior management team all receive and consider reports on health and safety performance

### **Investigation systems:**

- prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events.
- Analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated.
- where complaints relating to occupational health and safety are to be recorded and investigated.
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

### **Third Party Monitoring/ Inspection**

The Nursery School is subject to third party inspection and monitoring, as follows:-

- City Council Health and Safety Services Audit **every two years (last inspection date 24/25 January 2018)**
- As part of Ofsted requirements

Actions arising from third party audit/inspection is incorporated within the Nursery School action plan with appropriate target dates for completion.

Flow chart



