Chelwood Nursery School
Chelwood Walk
St Norbert Road, London, SE4 2QQ

Health and Safety Policy

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Section one: Statement of intent

1. Statement of Intent

Chelwood Nursery School recognises its moral, legal and financial responsibility to ensure the health and safety of every child and every adult who studies, works or visits here.

This policy will therefore ensure that reasonable and practicable measures are in place to reduce both the risk of accidents and the risk of work-related ill health.

The school will do this:

- through the creation and maintenance of a safe working environment
- through the promotion of safe behaviour throughout the school
- by adopting a systematic approach to the identification and control of risk
- by clearly identifying staff or posts to monitor safety performance.

Chelwood Nursery School will support quality health and safety initiatives aimed at continuous improvement and will ensure that health and safety management is allocated the necessary means and resources to adequately meet the objectives of the Health and Safety Policy.

2. Objectives

The aim of the governing body and senior management is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The arrangements outlined in this statement and the various other safety provisions made by the governing body and senior management cannot prevent accidents or ensure safe and healthy working conditions. Only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. Senior management will take all reasonable steps to identify and reduce hazards to a minimum. To achieve this all staff and pupils must appreciate that their safety and others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

3. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety

Executive and set out the timeframe for this and how long records of such accidents must be kept

- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

Section two: Roles and responsibilities

4. Roles and responsibilities

4.1. The local authority and governing board

Lewisham Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board. The Governing Body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The Governing Body recognises its responsibilities under the Health and Safety at Worketc. Act 1974 (HASAWA) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities.

The governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate.

The governors will actively work with the Headteacher and staff, to identify hazards, and where these cannot be removed, ensure that they are adequately controlled.

The Governing Body, in consultation with the Headteacher, will:

4.1.1. Make itself familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the School, in particular the Management of Health and Safety at Work Regulations 1992

4.1.2. Ensure there are effective and enforceable arrangements to ensure the school complies with all relevant legislation particularly the HASAWA and Management of Health and Safety at Work Regulations 1992 for the provision of health and safety throughout the

School

4.1.3. Have in place procedures to identify hazards and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others

4.1.4. Create a management structure for managing health and safety and periodically monitor its effectiveness

4.1.5. Periodically assess the effectiveness of these arrangements and ensure that any necessary changes are made

4.1.6. Ensure a governor attends any health and safety briefings held by the LEA

4.1.7. Have health and safety on the agenda at Governing Body meetings

4.1.8. Ensure that the Headteacher, as the key manager for health and safety, carries out the appropriate responsibilities

In particular the governing body, in partnership with the Directorate for Children and Young People, undertakes to:

- provide a safe environment for pupils, staff, visitors and other users of the premises, including safe means of entry and exit

- provide and maintain plant, equipment and systems that are safe;

- ensure safe arrangements for handling, transportation, storage and use of articles and substances;

- provide safe and healthy working conditions that take account of:
  (i) statutory requirements
  (ii) approved codes of practice whether statutory or advisory
  (iii) guidance whether statutory or advisory

4.1.10 provide adequate information, instruction, training and supervision so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated

4.1.11 provide all necessary safety and protective equipment, together with any necessary guidance, instruction and supervision

4.1.12 provide adequate welfare facilities So far as is reasonably practicable the governing body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on: (a) This policy (b) All other relevant health and safety matters (c) The

instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

4.2. Headteacher

As well as the general duties which all members of staff have, the Headteacher has responsibility for the day-to-day running of the school and putting the Health and Safety Policy into effect, ie. the Headteacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone else using the premises or engaged in activities sponsored by the School.

The Headteacher will take all reasonably practicable steps to achieve this end, working with the SBM, Premises Officer, senior members of staff, teachers and others as appropriate. In an effort to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headteacher will:

4.2.1. Be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school

4.2.2. Ensure the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in School-sponsored activities

4.2.3. Be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises;

4.2.4. Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the premises and facilities

4.2.5. Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled

4.2.6. Carry out periodic reviews and safety audits eg. ensure termly health and safety inspections are carried out;

4.2.7. Arrange for risk assessments to be carried out by the competent persons; to allow the prompt identification of potential hazards

4.2.8. Put into effect any remedial measures or refer as necessary to the Governors or LEA;

4.2.9. Consult with members of staff, including the safety representatives, on health and safety issues

4.2.10. Attend health and safety briefings and training arranged by the LA;

4.2.11. Report regularly on health and safety matters to the Governing Body;

4.2.12. Ensure contractors on site follow safe working practices. Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of

staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters

4.2.13. Encourage staff, pupils and others to promote health and safety

4.2.14. Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay

4.2.15. Encourage all employees to suggest ways and means of reducing risks

4.2.16. Collate accident and incident information and, when necessary, carry out accident and incident investigations

4.2.17. Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others

4.2.18. Monitor first aid and welfare provision

4.2.19. Monitor the management structure.

4.3. Premises Officer

The Premises Officer has particular responsibility for security and a number of premises related issues and will:

4.3.1. Co-operate with the Headteacher and ensure that they effectively monitor the condition of the premises;

4.3.2. Report defects so that appropriate remedial action can be taken;

4.3.3. Regularly test the fire system and record findings

4.3.4. Ensure the school is opened and closed at the appropriate times

4.3.5. Ensure the safety of the school community by making safe any emergency identified hazard, such as broken glass, or bodily fluid spillage

4.3.6. Ensure that the annual safety and maintenance plan is carried out according to the specifications and times (see back of policy)

4.3.7. Ensure that an up to date COSHH record is kept detailing all substances used on the premises.

4.3.8. Ensure that the cleaning substances and equipment are safely and securely stored

4.3.9. Ensure any electrical work is carried out by a qualified electrical contractors, after authorisation from the Headteacher.

4.4. Responsibilities of senior management & class team leaders

All senior management, curriculum coordinators and class team leaders will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties, which all members of staff have, they will be directly responsible to the Headteacher (or other person nominated by the Headteacher) for the implementation and operation of the school's health and safety policy within their area of responsibility.

They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

4.4.1. Risk assessments of activities, teaching practices, substances and equipment are carried out and translated into written safe methods of working which are implemented throughout their class and area of responsibility

4.4.2. Health and safety regulations, rules, procedures and codes of practice are being applied effectively

4.4.3. Staff, pupils and others under their jurisdiction are instructed in safe working practices

4.4.4. New employees working within their team are given instruction in safe working practices

4.4.5. Regular safety inspections are made of their classroom environment & area of responsibility as required by the Headteacher or as necessary by law.

4.4.6. Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others

4.4.7. All plant, machinery and equipment in the area in which they work is risk assessed and kept in good and safe working order and where appropriate adequately guarded and all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment.

4.4.8. Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the area in which they work

4.4.9. Toxic, hazardous and highly flammable substances in the area in which they work are correctly assessed, used, stored and labelled

4.4.10. They monitor the standard of health and safety throughout the area in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others

4.4.11. All health and safety information is communicated to the relevant persons

4.4.12. They report, as appropriate, any health and safety concerns to the appropriate individual

4.5. All Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

Members of staff also have health and safety responsibilities. All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the area in which they work.

Staff will therefore be required to:

4.5.1. take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do;

4.5.2. be familiar with the School safety policy and any relevant safety regulations

4.5.3. ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils ie.co-operate with all health and safety arrangements;

4.5.4. report any defect or other health and safety matter that they are aware of;

4.5.5. use equipment and tools correctly and safely

4.5.6. ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled

4.5.7. take an active interest in promoting health and safety and suggest ways of reducing risks

4.5.8. report any stress related matters to the Headteacher as soon as possible

4.5.9. Understand emergency evacuation procedures and feel confident in implementing them.

4.6. Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

4.7. Contractors

Contractors will agree health and safety practices with the Headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Section 3: Arrangements and Procedures

5. Risk assessments

All staff, without exception, before engaging in any activity in school or on behalf of the school, must carry out a risk assessment. Sometimes a mental check will be sufficient, at other times it will be necessary to carry out a more formal procedure with a senior member of staff.

Risk assessments will be reviewed annually, unless there is occasion to review earlier. Risk assessments (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out that the procedures are not working.

Risk assessments should be completed on the school's Risk assessment template (see Annex one) Risk assessments should be saved online in a H&S drive accessible to all staff.

Risk assessments are used to inform procedures and practices for managing activities. Risk assessments must be used to clarify controls (preventative measures), which must be in place to minimise accidents or injury. Team leaders and persons with management responsibility will write protocols / guidance based on the outcomes of the risk assessments they have undertaken.

Other groups using the premises outside of the school day, i.e. for social functions by the PTA, must complete risk assessments. This risk assessment will be completed in conjunction with the Premises Officer.

6. Estate Management

Users of the school premises have the responsibility to ensure that they use it correctly.

The school will ensure it follows the statutory requirements for the inspection and maintenance of:

- Electrical equipment
- Fire Safety equipment ie. alarm equipment and fire fighting equipment
- Fixed wiring
- Gas equipment
- Burglar alarm
- Outdoor play equipment
- Waste disposal

There are some assessments which require skills which lay outside those of the school staff. Set out below are those with responsibility for engaging competent, suitable skilled professionals:

Area of Risk	**Responsibility for ensuring appropriate contractors are engaged to undertake these Risk assessments**

Electrical Safety	Premises Officer & Headteacher
Fire Risk Assessment	Premises Officer & Headteacher
Gas Safety	Premises Officer & Headteacher
Water Safety & Legionella	Premises Officer & Headteacher
Asbestos Management	Premises Officer & Headteacher
Trees	Premises Officer & Headteacher

6.1. Fire

(see Fire safety policy)

The school has a current Fire Risk Assessment (FRA) and a Fire safety policy. The Fire safety log is maintained by the Premises Officer and includes all relevant documentation relating to fire safety in school. The school has a contract for the maintenance of the fire alarm system and fire-fighting equipment. Records of this maintenance will be kept by the Premises Officer in the Fire safety log.

Fire procedures

The Fire Safety policy details the fire safety procedures in school.

Fire Drill

- Fire drill and instructions are displayed in every room - see Fire drill.
- A fire drill will be held at least termly and significant details recorded in the Fire log, kept in the Health & Safety file in the Admin Office.
- Information is provided for visitors to the school when they sign in on site.

Testing

- The Fire Alarm will be tested weekly, using a different call point each time in rotation and the findings recorded in the Fire Log.

Storage of flammable materials

We keep flammable materials to a minimum. When it is necessary to have flammable materials in school they are stored in a ventilated area, away from sources of ignition with suitable Fire safety equipment located nearby eg. fire extinguishers.

6.2. COSHH (Control of Substances Hazardous to Health)

(see Control of Substances Hazardous to Health policy)

The Governing Body of Chelwood Nursery School will take all reasonable steps to secure the health and safety of employees and other persons affected by their work activities who are exposed to or work with hazardous substances. In particular, arrangements will be made to:

- Identify hazardous substances used in the workplace or which arise directly or indirectly out of work activities
- Ensure that all operations, which involve, or may involve, exposure to substances hazardous to health are assessed and appropriate control measures introduced where elimination or substitution of the substance is not possible.
- Ensure that control measures are properly maintained and monitored to ensure their continued effectiveness Ill
- Inform all employees and others who may work in affected areas of the safe operation of all control measures

All chemicals used in the school, will be monitored, by the Premises Officer.

Written risk assessments are completed for all substances and kept with the relevant data sheet. These are reviewed annually, by the Premises Officer. Substances are kept in proper designated storage areas (locked cupboards).

All relevant staff must be informed of safe use and storage of substances. The health of relevant staff will be assessed to check for adverse effects of substances, and records kept if required.

Protective equipment (eye protection, gloves, mask and overalls) will be available for staff where necessary.

All procedures, assessments and control measures, are reviewed annually by the Premises Officer. The Premises Officer will check for further training or instructions if required.

6.3. Water Safety

(See Legionella control policy)

The school is committed to the safe management of any the school's hot and cold water systems so as to ensure the control of potentially harmful organisms such as Legionella.

The school follows the guidance provided by the Local Authority on the management of Legionella in schools. The school will ensure that a risk assessment is carried out by competent persons and the recommendations within that risk assessment carried out.

The school will ensure that the appropriate sampling and testing of water from the hot and cold water system is carried out and the findings acted upon.

6.4. Asbestos Management

(See Asbestos management policy)

The school is committed to the safe management of any asbestos contained within the school building. The school follows the guidance provided by the Local Authority's in the Property Handbook Asbestos Management Policy.

The school aims to eliminate any risk of exposure or contamination to those using the school building, by ensuring that an asbestos management survey report is carried out of the school building to understand the location and risk presented by any asbestos on the school site. These records, reports and plans, are kept by the Premises Officer.

The Premises Officer will monitor the condition of the asbestos located on site on a regular basis and will immediately report any changes or damage to the LA following the procedures.

The Premises Officer will ensure contractors engaged to work on the school building have the appropriate asbestos awareness training, and are made aware of the location of known asbestos in the school. Specific advice will be obtained from the LA where intrusive building work is to take place. Specific arrangements will be made to ensure the work takes account of the potential risk of unknown or undiscovered asbestos. Contractors will be informed of the risk of unknown or undiscovered asbestos, and if contractors suspect they have discovered or disturbed any

suspected asbestos, they must stop work immediately and report it to the Premises Officer who will report it to the LA immediately following the LA procedures ion the Property Handbook.

6.5. Security

(see also Security policy)

Entry to the premises

The school has an entry system on the front gates and the fronts door to the building. These protect staff and children from unwanted intruders.

At the beginning and end of the school day the front gate is opened to allow the parents to bring in and collect their children. Parents bring their children to class through the main entrance, which is supervised by at least two staff members. At all other times of the school day, visitors and parents must press the entry system to obtain access.

No staff or children open the front door for other people to enter the building. Visitors and children cannot open the front gate. It can only be opened by a staff member with a fob.

When leaving the building it is the responsibility of every adult to check that the door is firmly shut behind them and that the catch is on the door, then to wait until the main gate is closed before departing along Chelwood Walk.

All visiting adults are issued with visitor's badges on entry to the building, which are returned to the school office before departure.

All members of staff are responsible for ensuring that there are no unauthorised visitors on site and it is the duty of all members of staff to question any unknown adult on site or anyone not wearing an authorised identity badge.

6.6. Working with Contractors

(See Contractors on site policy)

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control.

For contractors on site we have a code of practice. It is a condition of the contract that this code of practice is observed. The building is a school and not a building site. It is used by members of the public throughout the year. As such special codes of practice apply.

Smoking is not allowed within the perimeter (external boundary walls or fencing) of the school.

Contractors should avoid talking to children while on site. They should not engage children in conversation but should keep their distance - at all times. If communication with a child is necessary during school hours this should be done through or with a member of staff.

Staff working on a school site are vetted for their suitability to work in such an environment. On a school site an appropriate type of behaviour is required (Behaviour is defined as the things a

person does and the things a person says). If an adult's behaviour is deemed, by the Headteacher or Premises Officer, to be inappropriate they will be instructed to leave the site. This would include swearing, making racist, sexist or homophobic comments or comments about a person's abilities or appearance, wearing offensive clothing or insignia. Irrespective of weather or the work in hand contractors must be appropriately dressed. If in doubt about dress code or standards refer to the Premises Officer.

To support safe working practices no alcohol is to be consumed on site, nor should any contractor be under the influence of alcohol be at work on site.

Children are naturally inquisitive. No tools, materials or substances are to be left lying around unsupervised for any reason or any period of time.

On arrival each day each and every contractor must sign in to the visitors' book in the reception/ office. There are no exceptions to this rule.

All work areas must be barricaded to avoid school users, including children accessing the work area. This is the responsibility of the contractor.

Only glues, solvents, chemicals covered by COSHH regulations may be used. No contractor should enter any of the children's toilets without being accompanied by a member of school staff.

Works will not take place in a teaching area whilst teaching is in progress unless the Headteacher or Premises Officer have given their permission.

Contractors will follow the Health and Safety at Work act including keeping appropriate records and ensuring that safe practices are observed.

Prior to any works taking place on the school site the contractor will liaise with the Premises Officer to give access to the asbestos report (regarding locations of asbestos on site).

The school will provide a safe working environment for contractors and will inform them of the site rules, safe system of working, local hazards and controls, emergency procedures and accident and reporting procedures.

On completion of the project a final assessment will be carried out to ensure the project is successfully completed and Health & Safety secured.

6.7. Waste disposal

(see Waste management policy)

Our school is committed to the safe and responsible disposal of waste produced and seeks to care for the environment by reducing, reusing and recycling wherever possible. All waste should be disposed of according to the school waste management policy.

All staff have a responsibility to ensure they support the school's waste management policy, by ensuring they promote the school's policy on waste management.

Normal waste is sorted and put in bins (general waste, recycling & composting) and emptied by the cleaners on a daily basis. 'Clinical' waste ie. bodily fluid waste, is put in yellow bags and is placed in the clinical waste bin in the accessible toilet.

This is collected by a licensed contractor. The Premises Officer leads on the disposal of other waste including furniture, electrical equipment and hazardous waste.

6.8. Use of equipment (including power tools)

(see policy for Use of equipment)

Items such as kettles should not be in use in any other area of the school apart from the office or the staff room.

Staff should only use tools and equipment where they have received the appropriate training. Tools and machinery, especially electrical items (e.g. drill, lawn mower, and chain saw) must not be used without careful reading of written instructions on safe handling and usage. If you are unsure about the safe handling of any tools or machinery you should seek further advice from the Premises Officer or from the Health and Safety Section at Lewisham CYP Directorate.

The Staff is reminded that they must not bring their own tools and machinery to use in school without first consulting the Premises Officer or the Premises Assistant.

Staff should adhere to the following guidance in the use of power tools:

(1) Only use correct bits/attachments
(2) Keep trailing leads to a minimum. Be aware of tripping hazards.
(3) Check bits for damage - if any present, DO NOT USE and dispose of.
(4) Check area to be drilled is free from electrical cables and water pipes
(5) Use goggles and mask provided
(6) Make sure there are no entanglement hazards (hair, clothing)
(7) Ensure chuck is fully tightened before use
(8) Be aware of dust hazard

6.9. Working at Height

(see policy for Working at Height)

Stepladders are provided for the use of staff and are available from the Premises Officer. Staff must receive training on the use of step ladders before use.
The top step of a stepladder must not be used as it is unsafe to use as a step. Staff must not use chairs, tables or other furniture as an alternative.

Pupils must never be allowed to use stepladders.

Where possible the Premises Officer will undertake any work at excessive height following a risk assessment.

Ladders must not be left up and unattended.

Ladders must be checked for defects, by Premises Officer and if found to be defective, they will be withdrawn from use.

Staff must check ladder is completely open and stable before use.

6.10. Manual Handling

(see Policy for Manual handling operations)

The Governing Body of Chelwood Nursery School recognises that manual handling is one of the most common causes of absence through injury at the workplace. Monitoring of accident statistics has shown that a significant proportion of over 3-day injuries are caused by manual handling activities. This policy and its accompanying guidance is therefore intended to help reduce the risk of manual handling injuries and promote good practice in all lifting, handling and carrying operations.
Although the school is a low risk environment, sometimes it may be necessary to move bulky or heavy items (e.g. deliveries of furniture). In these cases correct procedure is vital for the completion of the task.

The task to be performed must be assessed by Premises Officer before work can begin, as follows:

- can movement of load be avoided
- is the operation necessary or can desired result be achieved in a different way

If the task cannot be avoided a manual handling assessment must be made.

If possible, the load to be moved should be made as small as possible i.e. dismantling furniture, emptying containers, e.g. containers, boxes. Many small loads are better and safer to handle. Where possible some mechanical means of movement e.g. trolleys, sack trucks, must be used. The Premises Officer has access to these.

All staff must be informed of correct handling procedure for activities involving lifting of any sort. Where possible two people should move bulky items together using correct lifting procedures. The item being moved must never obscure vision of person moving it. If this is unavoidable assistance should be sought.

7. Other areas of health and safety

7.1. Emergency Plan

(See Emergency Evacuation Policy and the Emergency Management (Business Continuity) Plan.)

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents but particularly fire which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

(a) Save life
(b) Prevent injury
(c) Minimise loss.

See the current Emergency Evacuation Policy and the Emergency Management (Business Continuity) Plan.

7.2. Educational Visits and Events

(see the 'School Educational Visits Policy' and 'School Events Policy')

The Governing Body is committed to ensuring all school educational visits and school events are conducted with due regard to health and safety and to ensure the safeguarding and well-being of the children and staff involved. All visits and events will be risk assessed before they are undertaken.

7.3. Stress Management

(See 'Stress Management' Policy)

The Governing Body of Chelwood Nursery School is committed to protecting the health, safety and welfare of our employees and recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

The Headteacher will identify workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress where it is identified. These risk assessments will be regularly reviewed.

At Chelwood Nursery School we are aware of the risk of stress for staff and pupils. The school joined the Well-Being Project in 2011, and is a member of the Employee Assistance programme.

All staff members by virtue of being employed to work in the school, have free access to the EAP. EAP provides a range of professional consultation services to support staff in managing home and work situations. This aims to support staff in dealing with matters which affect their lives and which can generate stress effecting them and how they are able to carry out their professional roles on the school working environment.

All staff and pupils can speak to the Headteacher in confidence about matters relating to stress. Staff can be referred to the Lewisham Counselling Service and/or make use of the counselling services run by their unions.

7.4. Smoking

The smoke-free law was introduced (2007) to protect employees and the public from the harmful effects of second-hand smoke. Managers of smoke-free premises and vehicles have legal responsibilities to prevent people from smoking. As a public building Chelwood Nursery school is a no smoking environment. Smoking is not permitted in the building or grounds. Staff working with, or around, young children should ensure they do not smell of smoke.

7.5. Alcohol

The Early Years Foundation Stage statutory document clearly states that alcohol must not be consumed, by those caring for children in the EYFS. No alcohol, is permitted to be consumed on the premises during the working school day. On special occasions, the Headteacher may give permission for consumption after the children have left the premises.

7.6. Accidents, Incidents, Near Misses and Dangerous Occurrences

All will be recorded and reported in accordance with Lewisham Directorate for Children and Young People Policy. The pupil Accident book, Employee Accident Forms CS2 and HS1, HS3 Report forms

are kept in the School Business Manager's office. A separate accident and dangerous occurrences set of forms will be kept for wrap around care.

7.7. First Aid, Welfare and Medicines

(see First aid, welfare and medicines policy)

The Early Years Framework (Sept 2021) sets our specific requirements for the reporting of accidents and injuries in early years settings. Our First aid, welfare and medicines policy sets out how we do this.

Chelwood endeavours to train all our staff in paediatric first aid, but will have at least one first aider on site or on visits at all times.

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Council's Health and Safety Unit. The Key Manager or Deputy will also advise the appropriate staff safety representative, who has the right to inspect the site of an accident involving anyone he or she represents.

Codes of Practice Safety Rules & LA Guidance
From time to time the DCSF, HSE, LA and other regulatory or advisory bodies will issue codes of

practice on particular topics for the guidance of Heads and others who are in control of educational premises. The Headteacher will incorporate such codes into their health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he/she will demonstrate that he/she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

7.8. Lone working

Guidance for all staff and key holders

If you are working in school before or after school hours or at the weekend or in the holiday, try to avoid being in the building alone. If possible, arrange to work late (or come in during the holiday) with a colleague.

If alone in the building avoid any potentially hazardous activity. Activities which normally pose a moderate risk will be more hazardous when alone. This is not because they are more likely to happen, but because there will be no one to assist or call for assistance and no one to administer first-aid.

Adults working alone in the school must:

- Have informed the Headteacher, School Business Manager and Premises Officer when they are intending to work alone (ensure that someone is aware that you are in the building)
- Have a mobile phone next to them or on their person at all times
- Have the phone number of the Headteacher, School Business Manager and the Premise Office on their mobile phone in case they need assistance or advice of any kind
- Call the police if they see or hear an intruder on the premises

Adults working alone in the school must not:

- Work at height – climb onto tables, chairs, furniture, up ladders
- Use potentially hazardous substances or tools
- Lock themselves in the building
- Lock the gate behind them (stopping access by emergency services)
- Answer the door to anyone unknown

Adults working in school late and on their own in a room or part of the building away from other people should take the following precautions:

- inform a colleague and key holder of your presence
- sign out when you leave the premises so everyone knows you have left
- make sure that the outer doors are closed
- keep a mobile with you at all times-ensure that you have the Headteacher, Facilities Manager, Premises Officer or School Business Manager number on your phone
- Do not take part in any hazardous activity (e.g. climbing on chair, lifting heavy items.)
- do not work on any activities with any additional risks

8. Monitoring and review

The governing body will review this policy annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

The Headteacher will ensure that risk assessments and their related procedures are reviewed annually or after incidents and accidents. The Roles and Responsibilities table (annex two) identifies who is responsible for the review of which areas; policy procedure, risk assessment.

All reviews will be noted on the format in annex three, which provides the opportunity to record when the last review took place and what action was taken. This overview should provide an 'at-a-glance' monitoring record of policy and procedure review and should be kept in the H&S Policy Roles & Responsibilities, training file in the staff room.

The LA will carry out a full audit once every five years and will monitor performance by other means from time to time.

The H&S Governor will carry out the LA H&S audit/ self-assessment annually as requested by the LA.

9. Other relevant policies and procedures

9.1. School Events Policy
9.2. Infection prevention and control
9.3. Home visits policy
9.4. Sun protection policy
9.5. Management of Violence and Aggression in School Policy

Annex one: template risk assessment

RISK ASSESSMENT

RISK:	
REVIEW DATE:	
ASSESSOR (S):	

HAZARDS IDENTIFIED	RISKS	RISK RATING	CONTROL MEASURES	RESIDUAL RISK RATING	Action and date

PERSONS AT RISK	**Children, Staff and volunteers**
PERSONS AT SPECIAL RISK	Children with medical conditions/allergies or SEN

GUIDE	Slightly harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial	Tolerable	Moderate
Unlikely	Tolerable	Moderate	Substantial
Likely	Moderate	Substantial	Intolerable

VALIDATION:
The controls identified in this assessment comply with applicable statutory requirements and reduce the risk to an acceptable level:

Name and Position **Signed**

Annex two: staff with responsibility for the review of policy, procedure and risk assessment.

Staff member	Responsibilities
Headteacher- Angelika Alleman	• Duty of Care - Reports on Health & Safety, accidents, incidents presented to governors • Stress management • Violence and aggression • Children subject to a Court Order • Investigate accidents and incidents including follow up • Review all risk assessments annually or before if required • Staff Training & Induction • Students, volunteers and visitors • Pregnancy • Lone working
Assistant Headteacher- Inclusion & Diversity / SENCo- Ali Bourne	• Administration of Medicines Disabilities • First Aid, welfare and medicines Food hygiene • Pupil movement around the school • Hot, cold and windy weather • Personal risk assessments for children • PEEPs • Pupils with SEND
School Business Manager/ Headteacher- Angelika Alleman	• Annual H&S Self- assessment form with H&S governor • Display Screen Equipment • Fairs and Events • Lettings • Managing Contractors • Office • RIDDOR • Site access Visitors • Work experience
Education Visitor Coordinator (EVC)- Caroline Mitchell	• H&S Educational Visits & Off site activities • H&S Outdoor Activities with Children • Risk Assessments for trips • Forest School • Outdoor environment • Gardening
Class Team Leaders /Teachers	• Classroom management • Class based activities • Classroom slips, trips and falls • Food Hygiene, cooking & snacks

	• Managing bodily fluids
Class Teams	• Classroom storage • Classroom ventilation • Health & hygiene
Extended Services Lead- Amy Baigent/Headteacher	• Extended services activities • Extended services environment • Food hygiene • Chelwood House community room
Premises Officer- Mo Sumah	• Access & Egress • COSHH • Asbestos • Management Boiler Room • Cleaner's duties COSHH • Drugs and alcohol • Fire Safety • Glazing and Grounds • Ladders • Manual handling • Pests • Premises Officer duties Security • Sharps • Slips trips and falls • Smoking • Snow and Ice • Staff room • Trees • Utilities - gas/ electricity/water • Use of PPE • Using work equipment • Waste Management Water • Legionella • Ventilation • Window cleaning • Working at height

Annex three: Review of risk assessments

Risk	Review date / by	Changes	Next review date