

Madeley Nursery School

Bridle Road, Madeley, Telford, TF7 5ET, UK



Health and Safety

Member of staff responsible: Helen Torr (deputy head)

Summer 2018

Review June 2019

Madeley Nursery School Health and Safety Policy and Procedures

Statement of intent and commitment

The safety and wellbeing of children and adults is of primary importance at Madeley Nursery School. The Governors and head teacher are committed to oversee the development and implementation of Telford & Wrekin council's health and safety policy within school; and ensure that the relevant health and safety welfare requirements of the Early Years Foundation Stage are met.

School Structure

School Governors - responsibilities for health and safety

The Governing Body will be responsible for monitoring the schools arrangements for health and safety management. This will be achieved by ensuring:

- in conjunction with the Head teacher and Deputy head, the detailed organisation and arrangements that need to be made to put the policy into effect including the health and safety functions of individual members of staff;
- that staff are competent to carry out their specific health and safety functions;
- unique policies and procedures are developed where necessary;
- in conjunction with the Head teacher that buildings equipment and materials are safe;
- that a member of the Governing Body -[Julia Fellows](#)- is nominated for health and safety;
- that health and safety is considered regularly by the General Purposes committee at least termly, (and more frequently should circumstances require), with a duty to report at least termly to the full Governing Body; through a standing agenda item;
- consideration of the school safety action plan presented annually by the Head teacher, to the full Governing Body;

- consideration of any report of an health and safety audit or inspection carried out by the authority and for ensuring follow through on the recommended actions;
- an annual report on health and safety is sent to the local authority;
- that adequate resources are available for compliance with health and safety legislation and to meet the standards set by Telford & Wrekin Council;
- good consultation with employee representatives;
- that a full safety inspection of the site is carried out each year with the full involvement of at least one member of the Governing Body;
- periodical review of accident and incident statistics by the Governing Body;
- regular fire alarm checks and evacuation drills are carried out by the school;
- that any contractors appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or because of any specific activities likely to take place;
- interest in and enthusiasm for health and safety is promoted throughout the school.

Head teacher - responsibilities for health and safety

[Louise Lowings – Head teacher](#)

The Head teacher shall have responsibilities for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Head teacher will work with the Governing Body and keep them fully informed of the authority's policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility.

The following points summarise the main responsibilities and duties of the Head teacher:

- ensuring at all times the health safety and welfare of children , staff and others using the school premises or facilities or services or attending or taking part in school sponsored activities;
- ensuring safe working practices and procedures throughout the school;
- ensuring adequate communication systems exist for health and safety problems to be resolved and information disseminated throughout school and trade union health and safety representatives;
- day-to-day responsibility for all health and safety matters in the operations of the school;
- ensuring effective co-ordination of safety management by nominating the [Deputy head Helen Torr](#) to take on this role;
- ensuring compliance with the policy and procedures of Telford & Wrekin Council as set out in the safety manual;
- ensuring that the school produces an action plan which is kept up to date by regular review;
- ensuring effective communications on health and safety matters exist between the school and the Council's Health and Safety Advisor;
- providing Governors with an annual report on all matters affecting health and safety in the school;

- ensuring that the school carries out adequate risk assessments and controls the risks to health and safety of all persons from hazards within the school and any other of its activities, wherever they are undertaken;
- ensuring that the school provides equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- periodically evaluating the need for health and safety training of staff and arranging its delivery;
- bringing to the attention of the Governing Body and the authority any matters of health and safety that cannot be resolved, or are of imminent danger to any person; and
- ensuring the school's health and safety policy is kept under review and any amendments brought to the notice of all staff.

The Head teacher will be advised and guided in these responsibilities by specialists appointed by the authority.

School Safety Co-ordinator - responsibilities for health and safety

Deputy Head – Helen Torr

Nominated by the Head teacher, this person/s will be responsible for ensuring that action is taken to formulate and monitor action at the school to comply with the requirements set out in this policy and in the safety manual.

The person will generally support the Head teacher in the setting of objectives for the school and staff. They will also monitor progress taken to meet those objectives and provide assistance and guidance to staff involved.

The safety co-ordinator will be seen as the first point of contact for support with issues that cannot be resolved by staff.

The safety co-ordinator will be responsible for:

- co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards and welfare requirements are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision;
- ensuring that all incidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable;
- ensuring good liaison between the school and contractors, or their representatives undertaking any works on the school site, to ensure the safety of all persons exposed to risk – to include the Asbestos Management Plan

- ensure all staff are aware that contractors and external agencies are made aware of Asbestos on site and sign the Site Declaration of Understanding Permit found in the main office (above photocopier)

Individual Staff Responsibilities (where applicable)

Paula England	Assistant safety co-ordinator for fire safety and emergency evacuation
Helen Lawrence	Assistant safety co-ordinator for medicines and intimate care
Rachel Hunter	Assistant safety co-ordinator for school learning environment including gardening outdoors
Trina Brophy	Assistant safety co-ordinator for food
Julie Jordan	Assistant safety co-ordinator for trips and outings
Trina Brophy Julie Jordan	Assistant safety co-ordinator for manual handling
Susie Taylor	Assistant Safety co-ordinator for students
Mo Bowers	MAPA trained

Employees - responsibilities for health and safety

Each **employee** is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.

In addition, all employees;

- must use safety equipment or clothing in a proper manner and for the purpose intended;
- must not intentionally or recklessly misuse anything supplied in the interests of health and safety;
- must work in accordance with any health and safety instruction or training that has been given;

- must co-operate fully with the Head teacher to assist in her fulfilling their responsibilities for health and safety;
- must not take part in any task for which they have not been authorised and for which they are not adequately trained;
- must bring to the attention of a the Head teacher or Safety Co-ordinator any perceived shortcoming in our safety arrangements; and
- have a duty to familiarise themselves with this policy and the health and safety policy of Telford and Wrekin council.

Linked documents including policies and procedures

1. Telford & Wrekin council health and safety manual
2. Madeley Nursery School medicines policy
3. Asthma Policy
4. Madeley Nursery School Fire and Emergency Evacuation procedures
5. Madeley Nursery School healthy food and food preparation policy
6. Madeley Nursery School risk assessments
7. Late collections policy
8. Safeguarding Children and Child Protection policy

If you require a copy of this procedure in a particular format, for example in large print, please contact the School.

Status	FINAL
Agreed at:	General Purposes Committee
Effective from:	June 8 th 2018
To be reviewed by:	General Purposes Committee
Date of review:	June 2019
Responsible person:	Helen Torr
Signature:	Wet signature copy held in school.
Role in school:	Deputy Head