	Caverstede Nursery School **Health and Safety Policy** Statutory policy - to be reviewed annually
	Reviewed & Agreed: Health & Safety Committee Meeting* 07.10.2022** ***Review due; 2023

Statement of Intent

The Governing Board regards the promotion of health and safety at work to be of the utmost importance for all staff team members, children and their families and visitors at Caverstede Nursery School.

It is the school policy to ensure that every reasonable step be taken to prevent injury and ill health to staff team members by protecting individuals from hazards at work. This also includes children and their families and visitors to the school whether it is as part of their job or involvement in other activities.

This is approached by:

- assessing and controlling the risk as part of the day-to-day management of the school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that staff team members are able to perform their duties safely and efficiently
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and out-of-school activities
- periodic review of the safety policy as School activities and the associated risks change

All staff team members employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All staff team members within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with the safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting to the Health and Safety Officer or Core Team any incident which has led, or could have led to damage or injury
- complete all necessary health and safety documents as advised
- assist in any investigations with regards to accidents, dangerous occurrences or near misses

It is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the school. In the event of a future pandemic or public health guidance, relevant risk assessment will be put in place.

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Headteacher Chair of Governors

Health and Safety Organisation

Objectives

The objectives of Caverstede Nursery School health and safety policy are:

- to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- to ensure that places and methods of work are safe and healthy through the health and safety arrangements, which are adopted from time to time as appropriate to changing circumstances
- to protect staff team members, children and their families, visitors and contractors and their employees from any foreseeable hazards
- to ensure adequate training, instruction, supervision and information is given to all staff team members in order that they may work safely so far as is reasonable and practicable
- to ensure a safe and healthy working environment for all staff team members and that there are sufficient facilities and arrangements for their welfare
- to ensure that awareness with regard to all aspects of safety is fostered by all staff team members
- to ensure all staff team members are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to health and safety
- to promote full and effective consultation on all matters, where possible

In carrying out their normal functions, it is the duty of the Headteacher and Core Team/all line managers to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of the risk. These include:

- Providing and maintaining safe equipment and systems at work
- Making arrangements to ensure the safe use, handling, storage and transport of materials, medicines, substances and other articles
- Providing the necessary information, instruction, training and supervision to ensure all staff are aware of their responsibilities for health and safety
- Providing safe places of work with safe access to and egress from them
- Providing a safe and healthy working environment
- Providing a system for rapidly identifying and remedying hazards
- Where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

Responsibilities

The responsibilities of individuals within Caverstede Nursery School are as follows:

The Duties of the Governing Board

The Governing Board has overall responsibility for ensuring compliance with this Safety Policy document. In consultation with the Headteacher the governors will ensure that there are effective and enforceable arrangements for the provision of Health and Safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation

The Duties of the Headteacher

The Headteacher has day to day responsibility for ensuring compliance with this Safety Policy document. In consultation with the Governors the Head will ensure that there are effective and enforceable arrangements for the provision of Health and safety throughout the school periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of Health and Safety within the school by the development of safe working practices and conditions and will ensure that Health and Safety standards are maintained at all times

The Duties of Staff Team Members

All staff team members have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. They must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in

accordance with instruction, training and information received. They must report to their immediate line manager and Health and Safety Officer any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received. They must inform their Line Manager and Health and Safety Officer of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

Health and Safety Representative
The Governing Board and the Headteacher recognise the role of Health & Safety Representatives who may be appointed by a recognised Trade Union. Health & Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within the directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Board.

Teachers/Line Managers
Teachers/Line Managers have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health & safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the children in their classroom. Teachers/Line Managers are responsible for their own areas of work and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Educational Visits Coordinator (EVC)
The EVC ensures that all Educational Visits follow the regulations and standards for off-site visits. The EVC works with the group leaders to ensure the aims of the educational visit are achievable and in line with those of the school.

The Duties of the Site Supervisor
The Site Supervisor, as the school health and safety officer, has day to day responsibility for ensuring compliance with the School Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher/School Business Manager any health and safety issues brought to their attention; this includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe.

Visitors, Students, Volunteers and Parent Helpers
Visitors, Students, Volunteers and Parent Helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Visitors, Students, Volunteers and Parent Helpers are directly accountable to the teacher/line manager in charge whilst on the school site.

<u>Governing Board Health and Safety Committee</u>
The Committee will meet once per half term

<u>Terms of Reference of the Health and Safety Committee</u>
Under Section 2 (7) of the Health and Safety at Work Act 1974, the health and safety committee have the function, in consultation with the staff and children they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and children. This is also under the Consultation with Employee Regulations 1996.

1. To ensure the Health and Safety at Work Act and other current health and safety legislation is implemented within the school and appropriately prioritised.

2. To ensure any element of risk is assessed and all procedures and documentation is accurate and in place. To periodically discuss risk assessment reports.

3. To oversee health and safety arrangements of the school premises in terms of the condition of the buildings, equipment and usage, including external users.

4. To oversee the arrangements for medical, fire and emergency procedures

5. Report on accidental and notifiable diseases, unsafe and unhealthy conditions and practices, together with recommendations for corrective action to the Governing Board

6. To oversee the arrangements for crisis and emergency management.

7. Consideration of reports and factual information provided by inspectors of the enforcing authority and any reports which the health and safety team may wish to submit

8. Monitoring the effectiveness of safety procedures and safe systems of work to ensure the health and wellbeing of staff.

9. To ensure the school follows best practice with regards to environmental management procedures.

10. To oversee all food hygiene management systems and ensure training requirements are in place

11. Monitoring the effectiveness of the safety content of staff training

12. Monitoring the communication of health and safety within the school

Health and Safety Arrangements

Arrangements The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level	**Action/Arrangements**
Communication The school recognises the importance of communication to staff, visitors, children, parents/carers, volunteers, contractors, students etc.	Health and safety part of induction for all staff Health and safety Governing Board committee meetings Health & safety Staff team meetings - anyone can attend the meeting if they wish to raise an issue in respect of Health and Safety Health & safety leaflet for Visitors, Contractors, Volunteers and Students
Consultation with employees The school recognises the importance of consulting with employees on health and safety matters.	Health and Safety Staff Team The health and safety Staff team comprises of School Health and Safety Officer – Chair and team members from all areas of the School. The team will meet as deemed necessary but not less than 4 times annually, with School Business Manager ensuring close link to HeadTeacher and Core Team. Standard agenda item at staff team meetings

Section 1 RISK ASSESSMENT	
Risk Assessment The school uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies. Risk assessment is the responsibility of the Schools Management Team at various levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change of circumstances.	Assessing and controlling risk rests with all staff team members within the school Risk assessments will be carried out, liaising with relevant staff, and retained by the school Health and Safety Officer. Risk Assessments are reviewed and discussed at Health & Safety Staff team meetings Management of Risk Assessments - generic risk assessments with individual risk assessments for specific activities/areas
School Trips The school complies with DfE guidance on offsite visits and school journeys.	All staff team members that arrange or actively participate in an educational visit must follow the procedures outlined in the 'Educational Visits Policy' Risk assessments are completed for all school trips visits by the Educational Visit Coordinator [EVC] or the visit organiser (overseen by either the EVC or Headteacher) Details of school trips and visits are discussed at the Curriculum Committee meetings
Working at Height The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of	When using access equipment such as ladders, stepladders, kick stools, the correct equipment is to be used for the job to be undertaken. Before use of equipment for working at height, a dynamic risk assessment must be carried out by the user to ensure safe use, and where necessary supported by an assistant

access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as is practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.	Working at Height Regulation training is undertaken during induction and annually as refresher (working at height in the school using stepladders, kick stools and to access cafe loft using the installed loft ladder) Generic Risk Assessment refers to this – a visual inspection for risk should be carried out before use
Noise The school is aware of their responsibility for assessing risks of noise and where noise is identified as significant risk the school ensures appropriate control measures are in place.	Located in a residential area Significant noise associated with building works – carried out during daytime hours Significant buildings works are carried out where possible during holiday periods
Violence to Staff The school is aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensures appropriate control measures are put in place. Staff report any incident of aggression or violence (or near miss) directed to themselves to their Line Manager and Core Team.	Make reference to the Security Policy; Lone Working & Home Visiting Policy Generic Risk Assessment refers to this Lockdown procedures and practice in place
Security Arrangements Including Dealing with Intruders Risks to the security of the premises and property are assessed through the risk assessment process.	Make reference to the Security Policy Generic Risk Assessment refers to this
Personal Security/Lone Working/Home Visiting The school ensures that lone working is risk assessed and that appropriate control measures are in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.	Make reference to the Lone Working & Home Visiting Policy, including risk assessments
Hazardous Substances (Control of Substances Hazardous to Health CoSHH) Where hazardous substances are used, the Health & Safety Officer carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or	When using harmful substances all staff must ensure that they take adequate precautions to prevent injury to health No new chemical substances or materials are to be brought into use without a Safety Data Sheet, which will be held in the storage area – Site Room.

substitute the risk first and foremost.	All chemicals will undergo a CoSHH assessment (Control of Substances Hazardous to Health Regulations 2002). A safety data sheet is examined and a CoSHH Risk Assessment is completed which shows our assessment of the risk with using the product.
Personal Protective Equipment (PPE) Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required, PPE is appropriately selected and provided. Staff are responsible for ensuring that they use PPE where it is provided.	Any PPE issued to staff is used and replaced within the expiry date, where applicable. PPE covers duties carried out with regard to cleaning & protection of infection control Rubber gloves and aprons are provided, along with safety goggles, Face Masks and Visors if required. When additional specific PPE is required due to the Individual Risk Assessment of a child, this will be provided by the NHS
School Transport Risks associated with driving are evaluated within assessments for activities.	Make reference to the Educational Visits Policy, including risk assessments
Manual Handling (typical loads and handling children) Risks of manual handling are communicated within the general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The headteacher is responsible for assessing the appropriate approach to handling tasks.	Inclusion Manager to liaise with Core Team and appropriate staff for coordinating training and risk assessments. Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. Staff are not to lift or carry people unless training has been undertaken and risk assessments carried out. Manual handling training is completed for all staff every 2 years. Individual assessments for children – carried out by Class Teams, with the support of relevant professionals as required Lifting aids are provided – 3 electric changing beds Trollies are provided to move resources/furniture – kitchen trolley, barrel trolley, wooden trolley Pushchairs provided to move children when required. In an emergency, slip sheets are available to assist with moving children.
Curriculum Safety (including extended provision activities) The school ensures that risks related to curriculum areas are identified and controlled following available specific National Guidelines, where applicable. For any activity falling outside of applicable National Guidance a risk assessment is carried out. An inventory of all equipment is kept and all tools/equipment/machinery are checked, maintained and stored correctly	Generic and specific risk assessments refer to this. Contact staff are vigilant and ensure equipment and tools used are fit for purpose. Checks are completed on tools/woodworking equipment by the members of staff undertaking the activity prior to activities taking place.
Work Experience Placements	Senior teacher coordinates student placements Student handbook and Health and Safety/Safeguarding leaflet issued

Display Screen Equipment (DSE) The majority of staff within the school are not considered to be DSE users. The School Health & Safety Officer ensures workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment or office layouts change or when there are staff changes. Where it is assessed that support/equipment is required, this is appropriately selected and provided.	All identified users have a Workstation Assessment completed If support/equipment is required, this is appropriately selected and provided
Friends of Caverstede Risk assessments are carried out and adequate insurance is in place.	Refer to Risk Assessment Annual insurance via PCC for all School organised events.
Playground Supervision/Play Equipment and Maintenance A risk assessment of potential hazards in the outdoor area and their likelihood to cause harm have been considered within the risk assessment process	Daily visual checks completed PE equipment annual check Any remedial work is actioned Annual tree inspection

Section 2 PREMISES	
Mechanical and Electrical (fixed and portable) The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and the requirement to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable. Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely.	Only authorised and fully qualified personnel install, repair or attempt to repair electrical equipment Where 13 amp sockets are in use, only one plug per socket is permitted The protective outer sleeve of electric cables is firmly secured within the plug. Where connecting live wires are visible, a qualified person re-wires the plug correctly Electrical equipment that is known to be, or suspected of being faulty, must not be used If electrical equipment becomes faulty whilst in use it is isolated from the source of supply and secured so that it cannot be used until it has been repaired. The item is removed immediately, site supervisor is informed and stored in the site room awaiting repair/disposal. Details of our 5 yearly inspection are stored in the 'historic site log book' red file in main office, on the top of the cabinet near the garden access. Annual pat testing and visual inspection is completed. Reports are filed in the 'site log book' – red file in main office, on the top of the cabinet near the garden access. Managed via a Service Level Agreement (SLA) with our Property Services Company Staff carry out a visual inspection to check if suitable for use at the time of using
Maintenance of Machinery and Equipment The school inspects and maintains its equipment on a regular basis; however the frequency of these	Changing Beds – Lifts Alliance Annual Service; Zurich Insurance Annual Inspection Boilers – serviced via SLA with property services company, Zurich Insurance Annual Inspection

inspections is much dependant on the use and type of equipment	Microwave leakage tests are carried out annually (done with PAT Testing)
Asbestos To minimise the risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by • Complying with all regulations concerning the control of asbestos • Removing asbestos containing materials where the risk to building users is unacceptable • Having a named officer, our property surveyor, who has responsibility for implementing the Asbestos Management Plan. • Where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.	The asbestos survey report is kept in reception and shown to all contractors when signing the asbestos register. The Asbestos Survey Report is stored in the 'historic site log book' red file in main office, on the top of the cabinet near the garden access. Condition check - annual visual inspection of the asbestos Asbestos Risk Assessment carried out every 2 years Above Managed via a Service Level Agreement (SLA) with our Property Services Company
Service Contractors Service contractors have regular access to the site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact on staff, children and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.	Contractors expected on site, with job details, are listed on whiteboard in main office Mobile Phone, Smart Technology and Wearable Device policy to be followed which is communicated to contractors. If pictures of any areas/equipment are required, contractor must be accompanied by staff team member and children kept away Specific register for contractors to sign – includes asbestos survey report Current H&S leaflet given to contractors Major project work – managed by SLA property service company/property surveyor
Building Contractors This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of children and contractors whilst on the school site.	Contractors working within the school are required to comply with the working rules as issued by the school. Any breach of these rules is to be reported to the site supervisor. (Reference Managing Contractors Policy). Major building works are managed by our property surveyor/team Major contracts are carried out during holiday periods, where possible
Small Scale Building Works This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.	Handyman services – monitored and supervised by Site Supervisor/Business Manager Maintenance request forms completed by staff team members
Lettings The school ensures that the hirer has public liability insurance in place in order to indemnify the school from	Lettings Policy refers

all such hirer's claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.	
Slips/Trips/Falls The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of line managers, with support from their team, to ensure that their areas have clear traffic routes and that exits routes are kept clear. All hazards, obstructions spillages, defects or maintenance requirements are reported to the site supervisor by the reporting process. All staff are expected to be vigilant and be aware of possible hazards.	Accidents can be prevented by following the guidelines listed below: • Keep corridors and passageways unobstructed • Ensure all shelves are stacked neatly and not overloaded • Keep floors clean • Do not obstruct emergency exits Means of access • Always use correct routes of access – do not use short cuts as these can result in an accident. • Do not block an access route to or egress route from the School **Accident Reporting process – see section 3 reporting of Accidents, Hazards and Near Misses**
Cleaning A cleaning schedule is in place which is monitored by the Health & Safety Officer. All waste is disposed of according to appropriate health and safety guidelines. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of all general equipment such as ladders etc. All members of staff should adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.	Skin infections and hand care • To reduce the risk of skin infections, always avoid unnecessary contact of skin with oils and chemicals. Always wear gloves and protective clothing where necessary. • Always change clothing if it has become contaminated with chemicals, flammable liquids or oils Safe working procedures All line managers, in conjunction with a member of the Health & Safety Team, must ensure that safe working procedures are developed through: • Assessing the tasks • Identifying the hazards • Defining a safe method • Implementing the system • Monitoring the system Once developed, safe-working procedures must be used to protect all staff from dangers to their health and safety Staff are to familiarise themselves with and be fully conversant with procedures Good housekeeping • Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety.
Caretaking and Grounds Maintenance/Grounds Safety The school identifies risks associated with caretaking	Grounds maintenance carried out when children are not in that particular outdoor environment, ideally when all children left the building.

and grounds maintenance and identifies the risks through the risk assessment process.	Mowing of all grass is completed when children are not in that particular outdoor environment, ideally when all children left the building. Work requests are completed by staff team members
Gas Appliances Any necessary work and testing of gas appliances are carried out by qualified contractors. Gas appliances are subject to appropriate formal inspections	Records are stored in the 'site log book' – red file in main office, on the top of the cabinet near the garden access. <u>Gas appliances (boilers)</u> Formal inspections carried out on an annual basis. Our property management team schedule and request the inspections. Reports are stored in the 'site log book' – red file in main office, on the top of the cabinet near the garden access. Maintenance, servicing and commissioning is scheduled within SLA with our Property Services Company. Insurance inspection carried out by Zurich Insurance.
Glass and Glazing All glazing on site complies with current safety standards. All low level glazing (below 800mm) such as glazing in doors is toughened, laminated glass and complies with safety regulations. There is a system in place to ensure all broken glazing is reported to the Site Supervisor and that the area is made safe immediately, with repairs carried out as soon as possible. Glazing is also assessed during regular site inspections.	Repairs requested via maintenance reporting process Part of site inspection
Water Supply/Legionella An effective water hygiene management plan is in place to control the risk of legionellosis to staff and members of the public. The Health & Safety Officer has a clear understanding of their duty, has undertaken basic Legionella training and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken. A legionella risk assessment has been documented and retained in the site log book (red file). A process is also in place to deal with any actions should they arise.	Legionella Risk Assessment - arranged every 2 years or as required through the Local Authority The risk assessment is kept in the 'historic site log book' red file in main office, on the top of the cabinet near the garden access Water checks: monthly carried out via SLA with our Property Services Company Responsible person – contractor employed by Local Authority Contractor All showers are run on a weekly basis by cleaners as part of their PPM (pre-planned monitoring) All showers are cleaned and disinfected on a quarterly basis – via SLA with our Property Services Company Checks carried out by staff – H&S checklists by area (taps) Bubbletube is emptied and refilled half termly or as directed by manufacturer. Classroom Water play area – water changed daily Water feature checks and dosing regime is carried out by an external qualified contractor when in use
Snow and Ice Gritting Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A snow procedure has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable	Critical Incident Procedure – Gritting/Salting Guidance refers Handling aids/tools – buckets, scoops, salt spreader, snow shovel, gloves Location of salt/grit – carpark by boiler house.

storage for salt/grit and tools (such as a wheeled grit spreader) on site and a sufficient supply of salt/grit is available.	

Section 3 MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS	
Infectious Diseases The school follows the National Guidance produced by the Public Health Agency which is summarised on the poster '*Guidance on Infection Control in Schools and Other Childcare Settings'*.	Local arrangements – Sick Child Policy Posters are located around the nursery Health Protection Duty Room helpline number (0300 303 8537 option 1) called for assistance if required by a member of Core Team
Dealing with Medical Conditions The school accommodates children with medical needs and makes reference to the DfE *Supporting pupils with medical conditions at school* which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual health care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with medical needs.	Policies to refer - Supporting pupils at school with medical conditions in school; Medicines Admissions pack – medical conditions form completed School nurse Training from relevant professionals – within inset day and as required Paediatric First Aid Individual Health Care Plans signed by all relevant staff
Drug Administration The school accommodates children with medical needs and makes reference to DfE *Supporting pupils with medical conditions at school (point 21 Managing medicines on school premises.)* Parents have prime responsibility for their child's health and provide the school with up to date information about their child's medical condition. Parents obtain information from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist bodies provide additional information for staff.	Medicines policy refers Training from relevant medical professionals – within inset day and as required Individual Health Care Plans
Paediatric First Aid The school follows the statutory requirements for first aid and provides suitably trained first aid staff.	Paediatric First Aid training - compliant with requirements All training carried out by qualified trainers. List of all First Aiders is placed near the First Aid Box in all areas List of all First Aiders and certificates – spreadsheet stored in orange folders located on the shelf in main office near reception

Reporting of Accidents, Hazards, Near Misses All staff are encouraged to report accidents, incidents and near misses to their line manager and the Health and Safety Officer (or Core Team in the absence of the Health and Safety Officer) in order for an investigation of such incidents to be completed and implement means to prevent a recurrence. Investigations are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum	All accidents are recorded on the accident logs, child or adult, which are held in their place of work; this includes significant 'near miss' situations. Any accident or injury is reported to the school Health and Safety Officer and the Line Manager by the person involved in the accident, or any other witness. All near misses are reported to a line manager/health and safety officer. Any serious accidents, injuries and near misses are reported to Core Team immediately. The Health and Safety Officer carries out an immediate investigation into a reported accident/incident/near miss to identify the cause and measures to be taken to prevent a reoccurrence. PCC conduct their own investigation if a member of staff or child is injured and reports to RIDDOR when necessary. All accident details are consolidated on a half termly basis, reported to Head Teacher. Investigations and actions taken as appropriate. All serious accidents, injuries and near misses are reported to Health and Safety staff team and Governing Board Health and Safety Committee on a termly basis, recorded in the minutes. All work related accidents i.e. caused by site defects, and accidents resulting in a visit to hospital are recorded on the PCC online reporting system to meet the requirements of current legislation (RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**)**
Fire Safety and Emergency Evacuation A risk assessment has been carried out and a fire safety policy is in place	Fire evacuation notices are posted in all areas of the School. Staff team members are responsible for knowing the location of fire points, fire exits and the location of the assembly point in the event of a fire. Fire, police or ambulance can be contacted by dialling 9 for an outside line then 999 and asking for the service required. The most important part of fire control is prevention – all staff should be conversant with the fire potential of materials and substances that they use and should exercise correct use. New employees – Health and Safety Officer cover as part of Induction process along with policies issued. Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with "Compliance monitoring in Council Building" duty under the Health and Safety at Work Act 1974. A Fire risk assessment is completed every 2 years as arranged by the Local Authority The reports are stored in the orange files in the main office, on the top of the cabinet near the access to reception. Manual call point – weekly test carried out by Site Supervisor Fire alarm services, including smoke detectors - checks are carried out by Britannia Fire and Security. Dependant on the level of the check required – monthly, quarterly and a 3 hour test is conducted annually. Emergency lighting services – checks are carried out by Britannia Fire and Security. These are completed on a monthly and quarterly basis Personal Emergency Evacuation Plan (PEEP) completed for individuals as required

Crisis and Emergency Management As part of our Critical Incident Policy, a Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency. The emergency plan is reviewed following an incident to incorporate any required changes.	Make reference to Lockdown Policy, Critical Incident Policy and procedures. Grab bag located in main office, on top of the fridge near the garden access

Section 4 MONITORING AND REVIEW	
Monitoring Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the management of Health and Safety for staff, children, contractors and other visitors.	Core Team Health and Safety Governing Board Committee Health and Safety Staff Team Staff team meeting - standing agenda item
Inspections Regular safety inspections are carried out and all hazards and risks associated with the premises and grounds are monitored and controlled.	Site Inspections – Business Manager and Site Supervisor carry out regular inspections - issues are recorded in a site inspection record book with appropriate actions taken in a timely manner Health and Safety Inspection Visits - Governor and Site Supervisor. Carried out yearly - issues are recorded in a site inspection record book with appropriate actions taken in a timely manner Health and Safety daily checklists for all areas (available shared-caverstede templates-checklists)
Review The school reviews the following areas periodically: Accidents Risk Assessments Health and Safety Policy Fire Drill Lockdown Procedures	Health and Safety Officer reports to Head Teacher termly, which includes a statistical breakdown of accidents. Health and Safety Policy reviewed annually. After every fire drill and lockdown practice, review within Core Team, Teachers, Health and Safety, Staff Team meeting and reported at next Health and Safety Governing board Committee meeting. Other Health and Safety related policies reviewed either every 2 or 3 years or as required when something changes/happens.
Auditing As a means of confirming that the necessary systems comply with legislation.	Audits are instigated and conducted by PCC Health and Safety team, as required (last audit June 2013). These include reviewing policies, procedures and risk assessments

Section 5 TRAINING	
Staff Health and Safety Training/Competence The school is committed to ensuring that staff are competent to undertake the roles expected of them. The	Details of training undertaken and certificates awarded are stored in the orange files in the main office, bookshelf near the access to reception. IOSH

Headteacher ensures that appropriate training is delivered to fulfil competency requirements of specific job roles in terms of health and safety. Training records are held by Health and Safety Officer. Core Team review H&S Training and requirements for the following year and on the introduction of new legislation.	Risk Assessment Training Fire Safety CoSHH Paediatric First Aid Manual Handling Basic Health & Safety Awareness Asbestos Legionella Working at Height Basic Food Hygiene
Supply Staff and Student Teachers The school's expectations are made clear to the supply staff and student teachers through the provision of and/or access to specific documents i.e. staff handbook, Health and Safety Policy and other relevant policies and procedures.	Policies to include: Health & Safety Policy Lockdown Policy Fire Safety Policy
Visitors Visitors are subject to the schools Health and Safety arrangements. Visitors are given information on general health and safety and are expected to wear a visitors badge at all times and follow the school procedures.	All visitors must sign in at reception and are issued with a visitor badge and given the use of a locker. Health and Safety and Safeguarding leaflet on reception It is the duty of all staff team members to ensure the health and safety of all visitors to the school. Visitors have a duty to ensure that they take care and look after themselves whilst in the school
Volunteers, Parent Helpers and Students Volunteers, parent helpers and students are subject to the schools Health and Safety arrangements. Volunteers receive an induction from a responsible person on general health and safety and are expected to wear a visitors badge at all time and follow the school procedures.	The class teacher is the main point of contact in the classroom Other areas - responsible person is the main point of contact Health and Safety and safeguarding leaflet on reception Student handbook includes relevant Health and Safety and safeguarding information

Section 6 HEALTH AND WELLBEING	
Pregnant/Nursing Members of Staff Members of staff who are pregnant are required to inform the HeadTeacher and/or School Business Manager so that an appropriate risk assessment of their work routines can be carried out.	Staff room available as a rest facility Health and Safety representative completes Risk Assessment. Facilities available
Health and Wellbeing including Absence Management The school endeavours to promote a culture of cooperation, trust and mutual respect and ensure good management practices are in place.	Policies refer - Sickness and Absence Policy Family Friendly Policy (Discretionary Leave of Absence Policy) Returning from long term sick - risk assessment/phased return

	Occupational Health Services available when necessary – See Sickness and Absence Policy Operational team – manage wellbeing events Wellbeing sessions held during inset day. Caverstede Mental Health Champion Team in place
Smoking on Site Smoking is not permitted anywhere on site.	Make reference to the No Smoking policy

Section 7 ENVIRONMENTAL MANAGEMENT	
Environmental Compliance The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.	Waste management providers. ICT equipment can be disposed of by our IT provider. Make reference to the green procurement policy.
Disposal of Hazardous Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the correct manner	Batteries – Stored in separate box and taken to local supermarket or collected by battery disposal company for disposal. Sanitary Disposal - A contract is held with PHS Ltd to collect and remove all low risk waste from the site. Annual duty of care certificate held. Any future hazardous waste will be disposed of appropriately

Section 8 CATERING AND FOOD HYGIENE	
Catering and Food Hygiene The school ensures all food hygiene management systems and training requirements are in place.	In house Snack Preparation Food hygiene training Twice Weekly temperature checks of fridges and freezers Environmental health inspections

Section 9 HEALTH AND SAFETY ADVICE	
Information The school seeks advice on Health and Safety from recognised reputable sources.	PCC Health and Safety team Health and Safety Executive (HSE) website Health and Safety external trainers

Additional arrangements will be added as they are developed out of risk assessments carried out in accordance with this policy.