

St. Pauls Nursery School and Children's Centre



St. Pauls Nursery School and Children's Centre
Little Bishop Street
St. Pauls
Bristol
BS2 9JF

Health Safety & Wellbeing Policy Document 1

***“Our statement of commitment to health, safety and wellbeing plus
our organisation and arrangements charts”.***

2018 Edition

Produced by the Risk , Property and Facilities Director, Delegated Services, (R,P&F D), as Competent Person for the Nursery School, Early Years Centre and supporting the services at the St. Paul’s Nursery School and Children’s Centre

Copyright notice: the contents of this and related documents are for staff and authorised others at St. Paul’s Nursery School and Children's Centre which has purchased support from the RM&R D and only use for your specific establishment is permitted. Please DO NOT forward or relay the contents of this and similar documents without the explicit and prior written permission of the RM&RD.

Document 1: Health and Safety Policy Statement, summary of organisation and arrangements including monitoring and auditing

This document sets the scene for governors, staff members, parents and visitors.

Contents

| Item | Topic | Pages |
|------|---|-------------|
| 1 | Our statement of general policy about health, safety and wellbeing | 3-4 |
| 2 | Organisation and arrangements for the St. Pauls Nursery School and Children's Centre | 5-6 |
| 3 | Roles at the St. Pauls Nursery School and Children's Centre involved with health, safety and wellbeing and related topics | 7- 8 |
| 4 | Health and safety committee and HSW reps and staff reps. | 9 |
| 5 | Monitoring and auditing of health, safety and wellbeing | 10 |

Review date: Nov 2017.

Document 2: Health and Safety Policy Organisation and Arrangements

This separate document sets out more details about the organisation and arrangements.

Health, Safety & Wellbeing Policy (HS&W Policy)

This Statement of Health, Safety & Wellbeing Policy is produced in respect of St. Paul's Nursery School and Children's Centre. It forms the basis of future planning and implements Health, Safety & Wellbeing (HS&W) matters within the nursery school and the children centre.

The statement is intended to meet the requirement in Section (2) (3) of the Health and Safety at Work etc Act 1974. Document 1 and Document 2 however take a more encompassing view of health, safety and wellbeing and include safeguarding, child protection, food safety and other matters by way of reference.

1.0 The Governors' Statement of General Policy

The Governing body will:

- 1.1 Accept its responsibility for setting out the overall HS&W Policy for the nursery and the centre.

It undertakes to take all reasonable steps within its power to prevent, or reduce the possibility of:

- harm and injury to children, employees, contractors, members of the general public, and
- damage to property, plant, machinery, equipment, tools, materials, and the environment.

It will do this by providing protection from foreseeable risks by promoting continuous improvement in HS&W standards.

- 1.2 Ensure, so far as is reasonably practicable, that the establishment budget reflects the finance necessary to implement HS&W requirements.
- 1.3 Accept its responsibility under the Health and Safety at Work etc Act 1974, so far as is reasonably practicable, and the Early Years Foundation Stage Statutory Framework regarding the applicable age group, to:
- 1.3.1 Provide plant, equipment and systems of work which are safe and without risks to health;
- 1.3.2 Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health;
- 1.3.3 Provide suitable and sufficient information, instruction, training, and supervision to enable all employees and pupils in the nursery school and early years centre to perform their work and studies including play safely and effectively
- 1.3.4 Promote the development and maintenance of sound HS&W practices ensuring that any actions taken are inclusive and non-discriminatory;

- 1.3.5 Maintain the premises in a condition that is safe and without risks to health.
- 1.3.6 Maintain the safe access to and egress from the premises;
- 1.3.7 Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees and children; with the aim to prevent foreseeable accidents and work related ill health;
- 1.3.8 Provide as necessary personal protective equipment (PPE) to all employees and children in the school and centre or the safe use of plant, machinery, equipment, tools, materials, and substances;
- 1.3.9 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the nursery school and early years centre, and
- 1.3.10 Be kept informed of all developments relating to HS&W matters by the clerk to the Governors who will include such matters on the agenda of regular meetings.
- 1.4 Recognise the requirement to consult staff on health and safety matters which will be achieved by discussion through the health and safety committee to promote a positive health and safety culture.
- 1.5 Agree that one of their number to be designated the Health and Safety Governor who will attend meetings of the nursery and centre Safety Committee, and speak on HS&W matters at the appropriate sub-Committee and Full Governing Body
- 1.6 Delegate authority for the development and implementation of this policy to the Headteacher who will ensure that arrangements will be made to bring this policy to the notice of all employees (including new, temporary, and part-time employees), agency and other contract staff, volunteer helpers and children in an appropriate manner to their age, so that they fulfil their duties to co-operate with this policy.
- 1.7 Regard complying with statutory requirements as a minimum starting point.
- 1.8 Make sure we are assessing and controlling risks from curriculum and non-curriculum work activities including off site visits.
- 1.9 Will be setting targets and objectives to develop a culture of continuous improvement
- 1.10 Recognise their responsibility for monitoring HS&W performance to ensure that systems are effective. This will require the Headteacher to present an annual report on health and safety performance to governors and staff including evidence of safety inspections carried out by representatives of the establishments at least three times a year.

1.11 Seek to continually improve HS&W Policies, Procedures, Codes of Practice, and Guidelines. Cross-cutting matters such as safeguarding, child protection and the statutory requirements for early years will be integrated in all policies and practice. Related matters such as food safety, security and business continuity will be referenced as appropriate.

1.12 Review this policy on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 12 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date, where this is deemed necessary.

Chair of Governors:

Headteacher: Lucy Driver

Issue Date:Review Date:.....

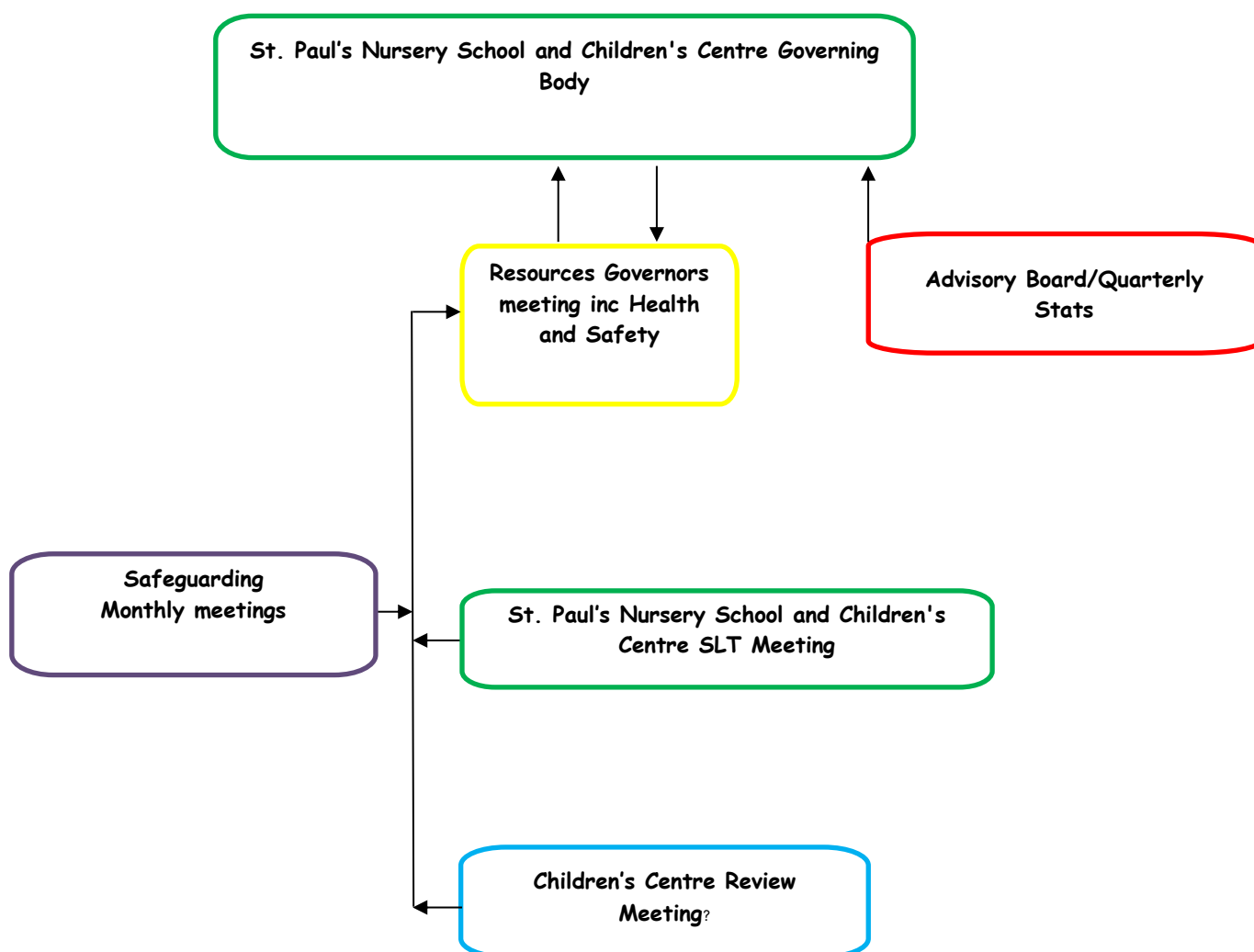
This statement is displayed on the Health and Safety Noticeboards
 It is also recorded on paper and in electronic form by the Business Manager

2 ORGANISATION OF THE SCHOOL AND CENTRE FOR HEALTH AND SAFETY

2.1 The Governors of the St. Paul's Nursery School and Children's Centre recognise the need to identify organisational arrangements in the establishment for implementing, monitoring and controlling HS&W matters. They also accept the need to consult individuals before allocating particular health and safety functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.

2.2 The functional elements: Committee structure²

Figure 1: The main committee structure of the nursery and early years centre.



2.3 The functional elements: St. Paul's Nursery School and Children's Centre

The relevant posts are set out in the chart below. The roles and responsibilities are then summarised in the following two tables.

St. Paul's Nursery School and Children's Centre
Organisation Chart for Health and Safety
 December 2015

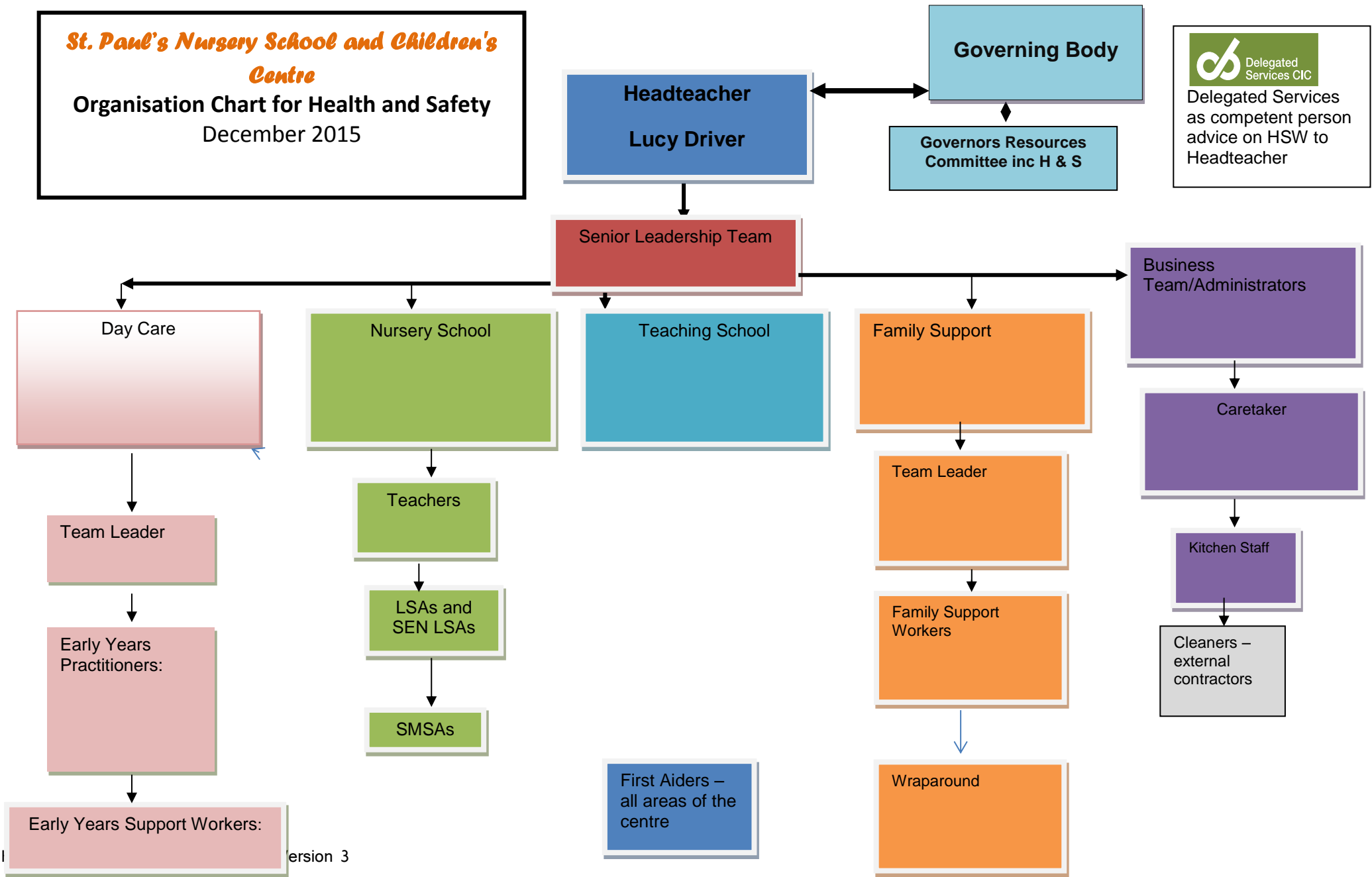


Table 1: St. Paul's Nursery School and Children's Centre

| Table 1a | Health, Safety and Wellbeing Role (Nursery School) | School Role | Name |
|---------------------------|---|-------------------------------|--------------------------------|
| 1 | H&S Governor | H&S Governor | David Forrest |
| 2 | Clerk to the Governors | Clerk to the Governors | David Mazza |
| 3 | Headteacher | Headteacher | Lucy Driver |
| 4 | Health and Safety Co-ordinator | Business Manager | Eva Gossan |
| 5 | Site Manager | Caretaker | Sid Blackwell |
| 6 | Senior Leader Curriculum Health and Safety | Deputy Headteacher | Cate Peel and Jet Davis |
| 7 | School Kitchen | School Cook | Andrea Walker |
| Contract Managers: | | | |
| 8 | Contract Manager | Grounds Maintenance - CPS | Chris |
| 9 | Contract Manager | Cleaning | Glen Cleaning |
| 10 | Educational Visits Coordinator | EVC | |
| 11 | Risk & Resilience Specialist Advisors | Bill Crocker | Bill Crocker |
| 12 | Party Leaders | Party Leaders | |
| 13 | Deputy Party Leaders | Deputy Party Leaders | |
| 14 | SEND Coordinator | SEND Co. | Jet Davis |
| 15 | Single Record | Business Manager | Eva Gossan |
| 16 | SMSA Team | SMSA Team | |
| 17 | Lead First Aid | Lead First Aider | Claire Chessell and Emily Ward |
| 18 | Work Experience & Student Placement coordinator | Student Placement Coordinator | Jet Davis |
| 19 | 0-3's lead | Day Care Manager | Claire Chessell |
| 20 | Safeguarding lead | Safeguarding lead | Lucy Driver/Michaela Willcox |

3.0 Nursery School and Early Years Centre Health and Safety Committee

3.1.1 The governors recognise that the way forward to achieve effective management of the nursery and early years centre's health, safety and wellbeing policy and the arrangements necessary to fulfil the obligation is through a joint safety committee or another committee which incorporates these responsibilities.

The Health and Safety Committee will sit within the Resources committee .

For the purpose of inspections the working party shall consist of

- ✓ The Governor holding the Health and Safety portfolio;
- ✓ Business Manager
- ✓ Caretaker

3.1.2 The Health and Safety Committee shall meet frequently so as to give time and full consideration of:

- i) Risk assessments, safety procedures and working practices
- ii) Reports on premises inspections, and
- iii) The resources required for training and development and other HS&W matters.

3.1.3 The Health and Safety Committee shall in addition meet annually in order to exercise an overview of the HS&W performance and to produce a report for the governors.²

²The information supplied helping the governors carry out their challenge role. See for example the Governors' Handbook issued by DfE "Governing bodies are the key strategic decision-making body of every school. It is their role to set the school's strategic framework and to ensure all statutory duties are met."

3.2 Arrangements for Safety Representatives or Consultation with Employee representatives

3.2.1 Liaison and communication will take place with Safety Representatives, or consultation with employee representatives about problems, hazards, or defects either arising from or relating to this sphere of activity. Problems other than sources of imminent danger will be discussed at the Safety Committee.

3.2.2 Specific issues that require immediate action will be taken after consultation with the Headteacher.

4.0 Monitoring and Auditing HS&W Performance

4.1.1 The governors will require the Headteacher to provide an annual report on all HS&W matters which will identify strengths and development area, propose

St. Paul's Nursery School and Children's Centre HSW Policy Statement, with organisation charts
achievable remedies, and set objectives for continuous improvement.

4.1.2 The report will provide an annual overview of:

- i) Reported incidents, incident investigations, bump book analysis, lost time data and resulting preventative measures.
- ii) Emergency procedures including fire precautions and first aid.
- iii) Policies and arrangements introduced, risk assessments undertaken and procedures implemented.
- iv) Internal and external inspections, audits.
- v) Wellbeing.

4.2 An external audit will be commissioned at no less than a 4 year frequency.

This is the end of Document 1. Please see Document 2 for the “Organisation and Arrangements” where principal posts and roles are described with key tasks. The main activities are also laid out.