



Bedford
Nursery Schools
Federation

HEALTH AND SAFETY POLICY

Reviewed by: Penny Stubbs

Adopted by Governors: March 2019

Review: Sept 2020

See Health & Safety Annex for opening during COVID 19 Sept 2020

Introduction and Aims

The aim of the safety policy and associated policies / procedures is to provide a safe and healthy working environment for employees, pupils and visitors to the school.

In order to create a strong and positive health and safety culture within the School, its safety policy must be more than just a document, it must be an embedded part of the overall management structure and controls. All Governors, staff will play their part in its implementation.

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in the workplace. In line with Bedford Borough Council's Health and Safety Policy, the governors, head teacher, staff and volunteers at Bedford Nursery Schools Federation will take reasonable care for the health and safety of themselves, their colleagues and all other persons who may or may not be employees, whilst within the school or its grounds.

The Governing Body will ensure, so far as is reasonable practicable, that employees, pupils and others whose health and safety may be affected by the School's undertaking, are not exposed to unacceptable risks to their health and safety. The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others.

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

The School's objectives will be achieved by:

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system within the School.
- Preventing accidents and work related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring roles and responsibilities are understood and communicated.
- Providing effective information, instruction and training.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters (both union and non-union).
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

This Policy is applicable to Peter Pan & Cherry Trees Nursery Schools and Peter Pan Teaching School. Each school has a specific **operational guidance for their own building**.

Organisation

Roles and responsibilities

Overall responsibility for health and safety rests with the school governors. Day to day executive responsibility rests with the Head Teacher or, in her absence, the Deputy Head Teacher. An A simple Organisation chart for the nursery schools is shown in Appendix D

General

In line with Bedford Borough Council's Health and Safety Policy, the governors, head teacher and staff at Bedford Nursery Schools Federation accept their responsibility to ensure, so far as it reasonably practicable, the health, safety and welfare of all children whilst in their charge. On a day to day basis the staff will take appropriate steps to meet these responsibilities to the children, for example, being sure there is a safe access to and from the building, making sure equipment is maintained and repaired and reporting damages and faults to the safety representative or the Head Teacher. These obligations must be balanced with enabling children to take on developing levels of responsibility for their own safety.

Governing Body

The Governing Body will ensure that:

- A clear written statement of intent is created which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually.
- New Health & Safety legislation or guidance is recognised and acted on appropriately and that relevant persons attend training where appropriate to enable them to do this.
- The appropriate representative will visit annually to monitor the school buildings and grounds.

Head Teacher

The Head Teacher will:

- be fully committed to the Governing Body's Aims and objectives for Health and Safety and will ensure that a clear written policy is created and that this policy will be communicated with all relevant persons and complied with.
- Ensure that this policy and the borough policy are complied with at all times
- Ensure that a Health and Safety Officer is appointed, is provided with appropriate training and undertakes their duties as required.
- Ensures that all accidents, dangerous occurrences, near misses and property damage are reported and that their cause is investigated and that all reasonably practicable steps had been taken to prevent its re-occurrence.
- Ensure that the maintenance and repair of machinery, plant and equipment is carried out as required, by a competent person, in accordance with the Borough Council procedures.

- Ensure that all employees, including new employees, receive adequate health and safety information, instruction and training to enable them to work without undue risk
- Be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements
- Ensure that staff are provided with and use protective clothing and safety equipment where necessary, which must be maintained and reviewed regularly.
- Ensure effective arrangements are in place to facilitate the evacuation of the buildings in case of fire or other emergencies that firefighting equipment is readily available and properly maintained.
- Appropriate information on significant risks is given to visitors and contractors.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc. Risk assessments of the premises and working practices are undertaken.
- Arrangements are in place to monitor premises and performance.
- A report to the Governing Body on the health and safety performance of the school is completed annually.
- Ensure that they keep up to date with new Health & Safety legislation or guidance and attend training where appropriate to enable them to do this.
- Ensure that there are appropriate consultation arrangements for staff and their Trade Union Representatives.

Health and Safety Officer (School Business Manager)

The Health and Safety Officer has initial responsibility to provide help, guidance and an example of good practice; to commend the good practice of others; to foster the development of existing practice and initiation of new practice and to evaluate policy implementation pending regular review. The Health and Safety Officer will

- Ensure that the health and safety policy is complied with and shall report deficiencies to the Head Teacher
- On receipt of complaints from staff shall investigate the issue and take the appropriate action.
- Following training, undertake risk assessments in accordance with guidelines.
- will on behalf of the Headteacher maintain a library of health and safety publications for the benefit and use of all staff members.
- Make provision for the inspection and maintenance of work equipment throughout the school.
- ensure that all fire appliances are properly maintained, checked and kept in the designated locations and that fire procedure notices are properly maintained and correctly displayed.
- Co-ordinating the termly general workplace monitoring inspections and performance monitoring process.
- Advising the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensuring that staff are adequately instructed in health and safety matters in connection with their specific work place and the school generally.
- Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- Ensuring that unsafe conditions being reported and dealt with to agreed timescales.
- Keeping up to date with new Health & Safety legislation or guidance and attending training where appropriate to enable them to do this.

- Ensure all accidents are recorded and investigated where necessary
- Include Health and Safety as a recurring agenda item in the Finance committee meeting.

Site Manager

The Site Manager:

- has a duty of care to check the general conditions of the premise and in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with or reported to the Business Manager/Office Manager
- Will assess cleaning materials in accordance with the COSHH 99 and management guidelines.

The Office Manager:

- will on behalf of the Headteacher take primary responsibility for office safety in the school;
- will maintain efficient records of accident/incidents occurring on the school premises or on staff supervised activities off the premises, and ensure that the school's statutory reporting responsibilities are met.

Teachers & Practitioners

All practitioners are responsible for ensuring that the property and resources are checked daily to ensure that no health and safety risks are present. Should a practitioner identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. All staff shall comply with the school's health and safety policy.

- Carry out regular health and safety risk assessments of the activities for which they are responsible and file these in the risk assessment folder.
- Ensure that all staff under their management (senior staff only) are familiar with the health and safety procedures for their area of work (including temporary staff).
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid, accident/incident reporting and other emergencies, and to carry them out, applying the same principles to include off-site activities, work-placements and educational visits and journeys.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral health and safety instructions and warnings to pupils as often as necessary.
- Ensure the correct use of personal protective equipment and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to safe systems of working, plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.

- Report & record all accidents, defects and dangerous occurrences to their Headteacher/Senior teacher.

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. In particular employees must:

- Comply with the School's Health and Safety Policy and procedures at all times.
- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with local procedures.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the local procedures in respect of fire, first aid and other emergencies.
- Co-operate with appointed Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Use all work equipment and substances in accordance with instruction, training and information received.
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Please see Appendix C for Summary of Specific responsibilities (see below for more detail)

Procedures and Arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Accident Reporting, Recording and Investigation

Also see BBC Health and Safety Manual – A01 Accident and Incident Reporting and Investigation

- All members of staff are required to ensure that all accidents, incidents and near misses are reported to the nominated person at the school who will ensure that the details are entered on to AssessNet online reporting system and reported to the Health & Safety Executive if required.
- Location of accident book: School office.
- Completed accident forms should be passed to: Office Manager
- Name of Assessnet online accident system Administrator: Office Manager
- Name of person responsible for entering accidents/incidents onto the online system and completing F2508 form for accidents that come under RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrence Regulations), which is included as part of the online system: Office Manager.
- Accidents must be reported within 24 hrs.
- The name of the person who would undertake any investigation: Business Manager
- All accidents will be attended by a suitably qualified First Aider
- All accidents should be recorded in the First Aid book and then reported to the child's parents
- In the case of serious injury or a head injury to a child the Office Manager should be informed to take the appropriate actions, contacting parents and ambulance if required. All headbumps no matter how minor are communicated to parents as soon as possible (by phone).

Asbestos

- Also see BBC Health and Safety Manual – A02 Asbestos Health & Safety Procedure, Bedford Borough Council's Asbestos Management Plan, BBC Manual for Site Agents and Caretakers
- The site specific Asbestos Management Plan clearly sets out who has responsibilities for Asbestos management, is found in schools offices of the sites with asbestos.
- Training attended with regard to asbestos management (Site Manager) is found in personnel file.
- Location of Site Asbestos Log Book: School Office
- Location of site specific asbestos management plan: School Office in Asbestos folder
- Person responsible for ensuring contractors have sight of and complete the Asbestos Log Book for the site prior to starting any work on the premises: Site Manager/Business Manager.
- Person responsible for briefing staff re rules on drilling, affixing anything to walls and, ceilings etc.: Site Manager/Business Manager.
- Procedure for reporting damage to asbestos materials: Site Manager/Business Manager

Audit

- Monitoring and frequency of inspections of site, plant and equipment, recording, and reporting to the Governing Body and LA (also see section D Arrangements for Monitoring and Evaluating the Policy): See Business Manager for Planned preventative maintenance schedule and Minutes of finance Committee meeting.
- Person responsible for monitoring, inspections and audit: Business Manager

Behaviour Management/Bullying

- See separate policy on Behaviour Management.

Bringing and Collecting Children

- Staff need to be vigilant to ensure that children are brought into the nursery by a parent or responsible adult. Further vigilance is required at the end of the session to ensure that children are collected by the correct person – this is a known person over the age of 16.
- It is the responsibility of the office staff to ensure that all children who arrive late or who are collected early from school are signed in and out of the building.

Caretaking and Cleaning

- Refer to BBC Manual for Site Agents and Caretakers, www.bedford.gov.uk/education and learning/ secure area for schools. See also Hazardous Substances section of this document for information on Control of Substances Hazardous to Health (COSHH).
- Arrangements in place for caretaking; Site Manager, All year round
- Arrangements in place for cleaning – Use cleaning Contractors (Wixted) (for Peter Pan Nursery School and Cherry Trees Nursery School, For Peter Pan Teaching School (use own staff).
- Procedures for how cleaning is undertaken: PPNS- after school 4pm to 6.30pm, CTNS- afterschool 4pm to 8pm, PPTS- 7.30am to 9am, Term time only. Deep cleanse summer holidays.
- Staff responsibilities: Cleaner reports to Site Manager, Business Manager manages contract with cleaning company.
- Training records: In personnel file
- PPE issue and maintenance: Business Manager has timetable servicing and arranges quotes where necessary. Maintenance issues raised by Site Manager to Business Manager who will deploy contractors.
- Procurement of materials process (to ensure same brand/ products purchased consistently to match COSHH risk assessments): Order via same company (ICP Hygiene, same product Jangro) for Peter Pan Teaching School. Contract Cleaners order consistent products in themselves and provide the relevant COSHH risk assessments.

Cleaning Specifics

- Staff are aware of the requirement to use different cleaning clothes/mops and buckets for the different types of spillage e.g. bodily fluids
- The nappy waste bins are emptied on a regular basis by an outside contractor
- The sanitary waste bins are emptied on a regular basis by an outside contractor

Contractors

- See BBC Health & Safety Manual – C02 Managing Contractors.
- Detail process used to select contractors: Choose contractors based on value for money. When changing contractors, look at recommendations from other schools or contractors used by Bedford Borough. Ensure contractors have public liability insurance and quotations received.
- Name of person responsible for induction of contractors to exchange health and safety information and agree safe working practices while on site: Site Manager/Business Manager
- Name of person responsible for checking contractor risk assessments: Business Manager
- Name of person responsible for monitoring contractors working methods: Site Manager
- Detail procedure for staff to report health & safety concerns: Business Manager/Site Manager/Office Manager- via site manager workbooks or directly by speaking to staff.
- Name of person responsible for liaising with Contractor re:- health and safety matters: Site Manager/Business Manager.

Curriculum Safety (including out of school learning activities)

All risk assessments for all school work activities including those off site are located in School office

- Cleapss Guidance for science and food technology if applicable.
- DATA (Design & Technology Association) for Design & Technology and British Standard 4163 if applicable.
- BBC guidance and Safe Practice in Physical Education and School Sport (Association for Physical Education – www.afPE.org.uk used if applicable).

Display Screen Equipment (DSE)

- See BBC Health & Safety Manual –D01 Display Screen Equipment, DSE01 Self-assessment form
- Person responsible for ensuring DSE self-assessments are completed by users and reviewed: Business Manager
- Location of DSE self-assessment form: Health and safety folder Cherry Trees office
- Provision of guidance information for DSE users: [e.g. all users provided with HSE guide Working With VDU's/ available on intranet etc. or at www.hse.gov.uk]
- Arrangements for eyesight testing: If staff ask and they meet criteria can claim for sight tests.
- How to report health concerns associated with DSE and to whom: Business Manager

Educational Visits and Journeys

- Check current BBC Educational Visits and Journeys Policy.
- Educational visits and journeys co-ordinator: Deputy Headteacher
- Location of guidance information for staff to follow when organising any off-site trips: School Office

Electrical Equipment (fixed and portable including curriculum based equipment)

- See BBC Health & Safety Manual – E01 Electrical Safety.
- Competent person(s)/ company responsible for inspection and testing of portable electrical equipment: Janus Safety Solutions
- Frequency of user checks: annually
- Person responsible for maintaining records of inspection and testing: Business Manager
- Detail any limitations on bringing personal electrical items to school: Mobile phones kept in lockers.
- Competent person(s)/ company who undertake examination of fixed electrical installation: Quantec
- Name of competent person responsible for checking lighting e.g. stage lighting, general lighting: CDS emergency lighting
- How to report defective electrical equipment: report Staff report to Site Manager (work book at each site) or Business Manager.

Equipment (other, including curriculum based equipment)

- Name of competent person(s)/ company responsible for inspection and testing of [Inventory of equipment]: SDG (boilers/vents/water heaters etc.)
- Frequency of user checks, inspection and testing by competent person: annually
- Name of person responsible for maintaining records of inspection and testing: Business Manager E.g. Local Exhaust Ventilation maintenance (LEV), Pressure Systems. Gas Appliances.

Fire Precautions and Emergency Procedures

- See BBC Health & Safety Manual – FR01 Fire Risk Assessment Template, F02 Fire Risk assessment guidance, PP01 Emergency Evacuation of persons with mobility impairment guidance, PP01A Personal Emergency Evacuation Plan template.
- See separate fire evacuation policy.

First Aid

- See BBC Health & Safety Manual – F03 First Aid.
- Names and locations of trained first aid staff: List at each site (Office Manager can provide)
- Location of first aid boxes: School Office
- Person responsible for checking and restocking first aid boxes: can vary each site- office staff will know.
- Who summons an ambulance: school administrators/Office manager.
- Who accompanies children to hospital: Can vary- two members of staff.
- Arrangements for first aid outside school hours: Same staff as in core hours.
- Arrangements for first aid for offsite activities: Risk assessment done by teacher, 1st aid pack taken on all trips.
- Arrangements for the provision of first aid cover in the event of the temporary absence of the appointed first aider. Most staff are 1st aid trained
- Name of person responsible for organizing training and retraining of first aiders/ training records: Office Manager

Grounds Maintenance

- See also Contractors & Hazardous Substances sections of this document for information on Managing Contractors and the Control of Substances Hazardous to Health (COSHH).
- Name of person(s)/ company responsible: In trim
- Name of person(s) responsible for managing Grounds Maintenance Contractor(s): Business Manager
- Arrangements and procedures contractor has in place for health and safety e.g. accident reporting, first aid etc. See Business Manager
- Name of person responsible for record keeping: Business Manager

Hazardous Substances (Control of Substances Hazardous to Health Regulations (COSHH))

- See BBC Health & Safety Manual – C03 COSHH Guidance, CA01 COSHH Assessment Template.
- Arrangements for the procurement and use of hazardous substances: Site Manager will choose products for PPTS but Cleaning Contractors will bring in their own products and provide their own COSHH risk assessments.
- Location(s) of hazard data sheets/ COSHH assessments/ emergency procedures for spillages: Cleaning store cupboards all sites.
- Person(s) responsible for undertaking COSHH risk assessments: Site Manager where relevant
- Detail any staff training: In personnel files
- Detail any Personal Protective Equipment (PPE) provided: Staff have disposable gloves for nappy changing or dealing with bodily fluids from children or animals.
- Person (s) responsible for selection, issue, maintenance and storage of PPE:Site Manager
- Note: For curriculum Science and Design and Technology CLEAPSS guidance will be applicable to COSHH assessments.

Hot Drinks Procedure

- Hot drinks are a potential hazard and should be carried in a suitable container into the unit and left on a high shelf out of the reach of children.
- Staff should be aware of drinking hot drinks when children are present.

Inclusion

- Please see separate inclusion policy.

Legionella

- Name of person responsible for legionella management on site: Site Manager
- Arrangements e.g. risk assessment, implementation of actions: Site Manager/Business Manager
- Frequency of temperature checks: See legionella's log book
- Record Keeping: See legionella's log book
- Training: Office Manager

Lettings/shared use of premises/use of Premises Outside School Hours

- See separate lettings policy

Lone Working

- See BBC Health & Safety Manual – L02 Lone Working Policy and Guidance, (Work Instruction) SWI06 Lone Working
- Detail Safe working practices/rules for staff who work alone: Risk assessment
- Detail contact arrangements for lone workers: Cleaners – Site Manager, Site Manager-Business Manager/Office Manager
- Name of person responsible for risk assessment of lone working activities: Business Manager

Managing Medicines & Drugs

- Refer to BBC Guidance on Managing Medicines in Schools and Early Years Settings, and DFES guidance, Managing Medicines in Schools and Early Years Settings 2005.
- See administration of medicines policy

Manual Handling and Lifting

- See BBC Health & Safety Manual – M01 Manual Handling, MA01 Template Manual Handling Risk Assessment, Work Instruction SWI02 Manual Handling.
- Person(s) responsible for completing manual handling risk assessment(s): Business Manager
- Risk assessments to identify precautions to minimise manual handling tasks: Kept in Health and safety folder (Cherry Trees)
- Staff training in manual handling: training records kept in personnel folder- Site Manager.
- Guidelines for specific tasks: Staff to inform Business Manager if specific tasks involve manual handling and need risk assessing.

Occupational Health

- Bedford Borough Council service used as and when required.

Outdoor Play Equipment

- Arrangements and procedures for use:
- Risk Assessments for use of equipment, (including setting up, moving and packing away): See risk assessment files at each school.
- Approved contractor who conducts inspections/ regularity: Sports Safe annually, organised by Business Manager.
- How to report hazards: In site manager's workbook
- Repair and maintenance procedures: - In site manager's workbook or directly to Business Manager/Office Manager. Business Manager will arrange for specialist contractor to fix play equipment.

- Person responsible for keeping records: Business Manager
- Instruction and training for staff/pupils provided: Within Staff induction and daily health and safety checklists, staff check equipment every day.

Specific checks completed in outside play area daily

- The playground and grass area should be checked each morning for hazardous items e.g. glass or animal faeces.
- The play equipment should be checked each morning for damage e.g. splintered wood, frayed netting etc.
- In the cold weather the playground should be checked for ice and the site agent informed so that it can be cleared.
- The garden should be checked for animal faeces or other hazards

Personal Protective Equipment (PPE)

- See BBC Health and Safety Manual – Work Instruction SWI01 PPE.
- Responsible for assessing requirements for PPE: Site Manager- Use gloves and aprons for hygiene reasons- changing soiled nappies and clearing the garden of waste.
- Person(s) responsible for training in use of PPE.- staff induction on nappy changing etc.

Risk Assessments - General

- See BBC Health and Safety Manual – R01 Risk Assessment Guidance, RA01 Risk Assessment Template, PA01 New and Expectant Mothers Assessment Template, D01 Display Screen Equipment Guidance, DSE01 DSE Assessment Template, C03 COSHH Guidance, CA03 COSHH Assessment Template, FR01 Fire Risk Assessment Template, F02 Fire Risk assessment guidance, PP01 Emergency Evacuation of persons with mobility impairment guidance, PP01A Personal Emergency Evacuation Plan template M01 Manual Handling Guidance, MA01 Manual Handling Risk Assessment Template..
- Identify who is responsible for ensuring that risk assessments are undertaken: Business Manager for non-educational risk assessments, senior teachers, assistant headteachers for educational risk assessments.
- Arrangements for undertaking specific risk assessments (i.e. staff who are pregnant or who have health problems: Office Manager completes risk assessments for personnel.
- Arrangements for undertaking specific pupil risk assessment where appropriate e.g. SEN):Risk assessments would be completed by SENCO Co-ordinator and senior teacher on site.
- Arrangements for the retention and periodic review of risk assessments: review annually.

School Transport

- See BBC Health and Safety Manual, Occupational Road Risk Policy (RO2)
- No school vehicles therefore no responsible person.
- All staff who drive for business purposes have read Occupational road risk policy and filled in medical declaration and completed the Use of private vehicles for business form and documents have been provided and checked by the business manager.

Security

See Insurance and Risk “School Security” guidance (Insurance at BBC).

- Arrangements in place for securing school site: All sites alarmed with South East Security
- Staff responsible for securing school site: Site Manager (PPTS), cleaning contractors (PPNS/CTNS). They ensure all windows, doors and gates are locked and alarm set for each building everyday the school is open.

- Emergency contacts: Arena Security are the keyholders for the sites and are called automatically if the security alarm sounds.
- School opening times: 8am to 5pm (site opened by 7.30am)

Site Maintenance

- See also BBC Manual for Site Agents and Caretakers (available at www.bedford.gov.uk/education-and-learning/secure-area-for-schools).
- Arrangements and responsibilities in place for upkeep and maintenance of school buildings and site: Business Manager
- Process for reporting of hazards: Site Manager will escalate to Business Manager if needed
- Responsibility for safety signage: Business Manager/Site Manager

Slips, Trips and Falls

- As part of daily checklist staff check all floors and tidy away any obstructions, staff may discuss any issues at end of day briefing.

Staff Training & Development

- Arrangement to brief new staff/ temporary staff about health and safety arrangements: New staff induction covers health and safety
- Person responsible: Office Manager
- Arrangements to identify training needs: Part of annual performance management review
- Detail specific training for certain roles: **Site Manager**- COSHH/Legionella/asbestos/manual handling, **Business Manager**- Health and safety/fire risk assessment **Office Manager/admin assistant**, first aid (Adult), fire warden, **All key staff working with children**- Paediatric first aid
- Person responsible for keeping general staff training records: Office Manager

Stress

Refer to BBC Stress Management Policy, chapter 3, section 17 of Personnel Handbook for Schools.

- Please refer to Wellbeing Policy which covers both pupils and staff.

Vehicle Movements on site

- Risks are reduced by staff parking in separate car park (Cherry Trees only). Regular reminders in newsletters are sent to parents about parking in marked bays and to take care extra precautions including their speed when entering all car parks.
- Where possible all contractors when arranging to meet on the nursery sites are strongly encouraged to avoid the busiest times of the day (drop off and pick up time) to minimise number of vehicles arriving and leaving at the same time. If contractors are using large Lorries would check access possible.

Violence (also see lone working)

- See BBC Health and Safety Manual VO1, Violence at Work, Work Instruction SW107 Violence at Work.
- See Behaviour policy for detailed arrangements in place for reporting of pupil violence .e.g on accident/ incident report, behaviour log etc.
- See managing abusive/aggressive parents or visitor's policy.

Visitors

- When all visitors arrive they are provided with a lanyard with basic information on fire safety and safeguarding
- Visitors have to sign in and out of all buildings. Where visits are pre-arranged, this is recorded on the school calendar.

Work Experience

- See BBC Health and Safety Manual YO1 Young Persons, YO1A Employment of temporary staff and young person's safety record.
- Induction and training: Senior Teacher/assistant Headteacher on site
- Monitoring and supervision: Senior Teacher/assistant Headteacher on site
- Information provided: Staff Handbook and key policies.

Working at Height

- Refer to BBC Health & Safety Manual, SWI05 Working at Height, refer to BBC Manual for Site Agents and Caretakers
- All height work completed by contractors
- Business Manager will undertake any risk assessments if needed for staff.
- Office Manager/Business Manager would organise appropriate training and equipment for working at height if necessary.

Bedford Nursery Schools

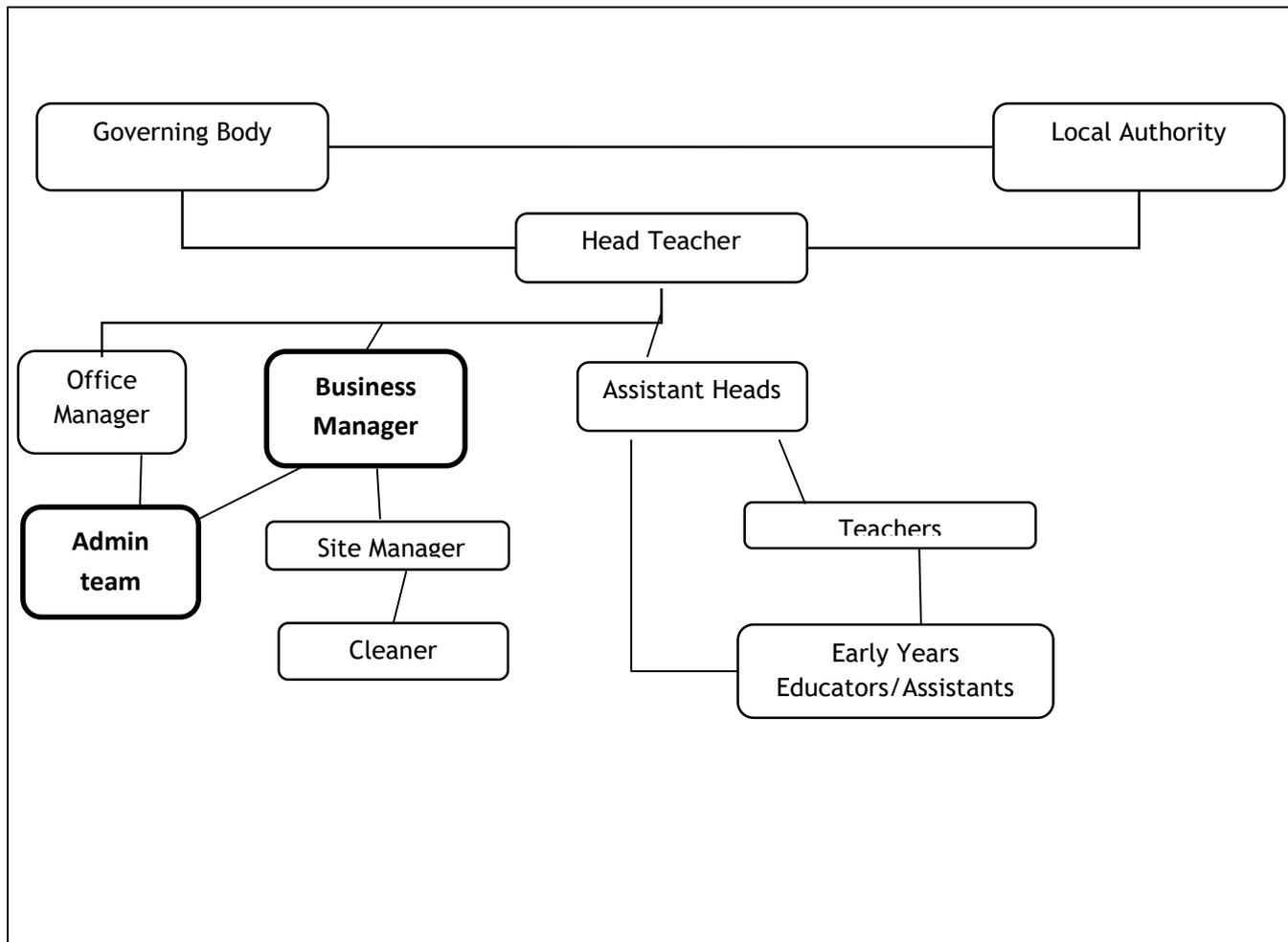
General Health & Safety

In general terms:

- Each room should be well ventilated, providing a healthy fresh atmosphere for children and adults to work and play in
- Wall plugs must have safety covers in, unless in use. All electrical appliances must be checked annually.
- Adults should ensure that faulty furniture is put out of use until made safe.
- When stacking chairs, they should be no more than 2 high and with the seat facing the wall so that they cannot fall or be pulled on top of a child.
- Tables should be stacked no more than two high.
- Floors in each area should be kept clear of obstructions and trip hazards.
- Children should be encouraged to use scissors in a safe and sensible way, e.g. carrying scissors blades closed. Staplers are available for the children to use, but they should be used with supervision, and it is the responsibility of the adult in the area to monitor this.
- Children should be encouraged to move around the school in a calm and sensible and controlled manner – allowance for role play must be made.
- All equipment should be put away clean, for example dressing up clothes should be washed regularly, utensils in the home corner washed regularly and water toys washed after use.
- When lifting, adults should make sure that they take the weight by first bending their knees, then straightening legs to avoid back strains.
- Children should remove shoes and not take role play resources onto the Jabadao mats.
- Children should be closely supervised when using knives and other utensils when cooking or preparing snack.

Appendix B

Organisation Chart (Bedford Nursery Schools)



Appendix C

Fire Safety	Business Manager/Office Manager
First Aid (adult)	Office Manager and Finance Assistant
First Aid (Paediatric)	various staff – see Office Manager for most up to date list
Admin of Medicines	Office Manager/Finance Assistant
COSHH	Office Manager/Site Manager where relevant (Cleaning contractors responsible for own COSHH)
Electrical Safety	Site Manager/Business Manager
Legionella	Site Manager/Business Manager
Health & Safety Officer	Business Manager
EVC	Deputy Headteacher