



**Adapted for Little Hayes and Speedwell Nursery School
Federation and East Bristol Children Centres**

Model

Health and Safety Policy

For Education Establishments

**Including temporary measures in response to the
Covid19 crisis**

Background & Legal Requirements:

This Policy has been prepared in response to:

(i) The Local Authorities requirement to keep children and young people safe from accidental injury and death

(ii) Bristol City Council's Corporate Health, Safety and Welfare Policy, which requires the Director of each Bristol City Council Directorate to produce a policy which implements the requirements of the corporate policy. See link to Corporate Health Safety & Wellbeing section of The Source, including Corporate Policies <http://intranet.bcc.lan/ccm/navigation/support-services/safety-at-work/>

(iii) Health, Safety & Wellbeing requirements contained in Children & Education services documentation. See link <http://intranet.bcc.lan/ccm/navigation/directorate-specifics/childrens-services/information-for-schools/>

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE) including but not limited to the Health & Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999.

In Community Schools, Voluntary Controlled Schools, Community Special Schools, Children's Centres, Early Years Centres, Nurseries and Pupil Referral Units, statutory health and safety responsibilities fall on the Local Authority (LA) (as the employer) and on the Headteacher and other school staff (as employees).

As the management body, the governing body must ensure that school staff and premises comply with the LA's health and safety policies and procedures (e.g. reporting accidents, first aid provision), and:

- Implement a health and safety policy and advise employees of it;
- Have a Critical Incident/Business Continuity plan that considers emergency scenarios;
- Ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- Regularly assess the risk of all activities and students/attendees where appropriate, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
- Ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;
- Ensure consultation with staff and Safety Reps and establish a Safety Committee.
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.
- Ensuring that all incidents and dangerous occurrences on site are adequately investigated and reported in line with Corporate procedures.

In practice, the governing body may delegate specific health and safety tasks to others at the school.

The governing body, and Headteacher/Hub lead, must comply with any direction given to them by the LA concerning the health and safety of persons on the school's & Children's Centre premises or taking part in any school activities elsewhere.

THE ROLE OF EMPLOYEES IN ANY SCHOOL and Children's Centre

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The headteacher, who has delegated responsibility

for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

MODEL HEALTH AND SAFETY POLICY

1. THE GOVERNORS OF: Little Hayes and Speedwell Nursery Federation *will*:

1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.

1.2 Ensure, as far as reasonably practicable, the health and safety of pupils, service users, staff and volunteers on off-site visits and activities.

1.3 Endorse and support the safety policies of Bristol City Council, and to assist the Council to discharge those responsibilities, which it holds as employer.

1.4 Seek improvement to working conditions according to priorities within existing resources.

1.5 Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.

1.6 Ensure that Risk Assessments are carried out within the school & Children's Centre using an identified method for recording and to review as appropriate.

1.7 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.

1.8 Ensure that staff can access training to ensure their competence for their tasks.

1.9 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Councils' guidance for the selection of competent contractors and seek assistance from the Council's Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.

1.10 Report all incidents/accidents, using the Incident / Accident Reporting forms (1&2) sending through to the Corporate Health and Wellbeing Team and ensure appropriate follow up action has been carried out.

1.11 Review, on an annual basis, all accidents and incidents reported to identify trends.

1.12 model to service users and children in an age appropriate how to keep themselves and others safe in an age appropriate way .

1.13 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individuals are recognised as safety representatives at the school.

Identify representative personnel here:

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.

Signed:

Chair of Governors:

Dated:

Signed:

Headteacher:

Lindsay Fuller

Dated:

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

2.1 Schools & Children's Centres can be organised in a variety of ways, i.e., on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. The key members are responsible for seeing that their Area of responsibility/Department staff follow the school's policy, and in particular in respect of:

2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.

2.1.2 Selection of equipment suitable for its purpose, and ensuring that it is properly used.

2.1.3 Identifying and securing the training needs of members of their Area/Department

2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used, stored and maintained.

2.2 The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.

2.3 The Governors will monitor safety performance within the school & Children Centre against the policy and report their findings annually.

2.4 With regard to premises issues this will include a check of the School & Children's Centre buildings, in conjunction with their property surveyor and prioritisation of needs on the school's Asset Management Plan (AMP). Ensure appropriate training needs of the person responsible for premises are met.

2.5 Governors to agree delegation for approval of off-site visits and activities to the Headteacher and review on an annual basis.

2.6 The Governors have appointed the following Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention

Insert Governor name here: **need to nominate governor**

Assistance on health and safety issues for LA schools is provided by the Corporate Health and Wellbeing Team, Bristol City Council. The School Federation and East Bristol Children Centres also buy in Health and Safety advice from Delegated Services

3. APPOINTMENT OF APPROPRIATE PERSONS

Schools should appoint appropriate & competent persons for their delegated areas of responsibility within the school. They should ensure that new staff have the necessary skills and qualifications on appointment, or are

able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

Karen Rose is the delegated lead person with responsibility for Health and Safety across Little Hayes and Speedwell Nursery School Federation

Jo Barry is the named member of staff to support in this role across Little Hayes and Speedwell Nursery School Federation

Jodi Bracey & Lucy Hudd are the delegated staff with responsibility for Health and Safety across East Bristol Children Centres

4. GUIDANCE FOR SCHOOLS & Children's Centre

4.1 The Governors adopt the standards of the following publications, which are endorsed by Bristol City Council as standards for its schools:

Corporate Health and Safety Management System-

<http://intranet.bcc.lan/ccm/content/articles/css/hr/corporate-safety/chasms-service/chasms---health-and-safety-action-plan-and-directorate-monitoring-schedule.en>

Association for Physical Education - afPE, published 2012 (reprinted 2014)

Health and Safety: advice on legal duties and powers – February 2014:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

HSE Guidance: Education

<http://www.hse.gov.uk/services/education>

Building Bulletin 100: Design for Fire Safety in Schools (March 2014) – Gov.UK link:

<https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools>

<https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings>

Learning Outside of the Classroom:

<http://www.lotc.org.uk/>

First Aid for Schools

<https://www.gov.uk/government/publications/first-aid-in-schools>

Statutory Guidance on Supporting Pupils at School with Medical Conditions

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Asbestos

<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>

The School has established its own policies on *[complete as relevant]*

6. FURTHER DOCUMENTATION

Bristol City Council Health, Safety and Wellbeing Policies and Procedures File

A suggested document list relating to this Policy are listed below along with the locations in which they can be found]:

Document &/or Records	Physical Location or Staff Shared Electronic Drive (or N/a)	Review/Dated (as appropriate to setting)
Health and Safety Policy	Managers electronic drive	
First Aid	Shared electronic drive	
Security	Shared electronic drive	
Head Injury notices	In first aid files on site (locked away)	
Critical Incident Plan	In the Business Managers office/files	
Weekly Visual check of Premises	Caretaker's file in office	
Fire Safety Management System Records (including Fire Risk Assessment)	Managers electronic drive	
Reporting of incidents of violence, injuries...	Paper files in the main office	
Safe working Policy and Practice for Caretaking Personnel	Shared electronic drive	
Guidance on the use of Transport	Shared electronic drive	
Smoking Policy	Shared electronic drive	
Excessive Workplace Pressure – Stress.	Managers electronic drive	
Helping others in emergencies	?	
Arrangements for the Prevention and Management of Stress	Business Manager Drive Workplace Wellbeing Charter Award	
Safe provision and use of Utility Services	Premises Handbook in the office	
Unacceptable Behaviour and Positive Handling	Shared electronic drive	
Maintenance of Installations, Plant ...	Premises Log book in office	
Pest Management	Premises Log book in office	
Lone Working	Managers electronic drive	
Risk Assessment	Managers electronic drive	

Additional Health and Safety measures put in place in response to the COVID19 Pandemic - Widening of school places from June 2020

Our primary concern is to prevent the spread of coronavirus. A range of approaches and actions have been employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is reduced. Full details of these measures can be found in the accompanying Schools and Children Centre COVID risk assessments and associated plans.

Little Hayes and Speedwell School Federation and East Bristol Children Centres have followed the Government's planning guide for Early Years and Childcare settings published 24th May to prepare for the wider opening of schools from at the earliest the 1st June.

A detailed risk assessment has been written after consultation with staff, governors and a union representative. These risk assessment and plans detail the adjustments made to working practices and the school & Children's Centre environment in line with the above government guidance in order to make our school environments and Children Centres as safe as possible during the COVID19 crisis. This risk assessment along with associated plans are stored on the shared computer drive of the Schools/Children Centre. Plans about how we will minimise the risk of infection in our schools has been published on our websites.

Government guidance for Schools and early years' settings

- [Actions for education and childcare settings to prepare for wider opening from 1 June \(updated 1st June 2020\)](#)
- [Implementing protective measures in education and childcare settings-](#) (updated 1st June 2020)
- [Actions for early years and childcare providers during the coronavirus \(updated 2nd June 2020\)](#)
- [Early years foundation stage \(EYFS\) coronavirus disapplications \(updated 1st June 2020\)](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) \(14th May 2020\)](#)
- [Planning guide for early years and childcare settings \(24th May 2020\)](#)

