



# Rosehill Infant and Nursery School



## Health & Safety policy

### Statement of Intent

Rosehill Infant and Nursery school believe that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarianism and financial considerations. The health & safety of our children, staff and stakeholders of the school is not compromised by any other added pressures. Safety is good practice.

Our School is committed to:

- Provide controls of the health and safety risks arising out of our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe use, handling, storage and transport of articles and substances
- Provide information, instruction, training and supervision for employees
- Maintain the buildings and grounds under our control, in a healthy and safe condition, including any means of access and egress
- Prevent accidents and occupational injuries and cases of work-related ill health
- Maintain safe and healthy working conditions, with adequate facilities and arrangements for the welfare of our children, employees and stakeholders of the schools
- Consult with recognised trade unions and health and safety representatives
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice
- Communicate the policy efficiently and effectively
- Review and revise this policy as necessary at regular intervals

All employees will:

- Co-operate with management on health and safety matters to enable the school to comply with our duties
- Not to interfere or misuse anything provided in the interest of health, safety or welfare
- Take reasonable care of own health and safety and of any other person who may be affected by their acts or omissions
- Report all health and safety concerns to an appropriate person (as detailed in this policy) statement.

This policy operates in conjunction with:

- Derby City council Health & Safety – Policy statement
- Fire Safety Policy – DCC
- Fire safety policy – Rosehill specific

- Infection Control Policy
- Supporting pupils with medical conditions
- Administering medication
- First Aid policy
- Sharps policy
- Emergency Business Continuity Guidance
- Invacuation lockdown and Evacuation policy
- Premises Management Policy
- Risk Assessment Policy
- Stress Management Policy
- Lone working Policy (DCC)
- Working at Heights Policy (DCC)
- Manual handling policy (DCC)
- Display Screen Equipment (DSE) Policy (DCC)
- COSHH Policy (DCC)
- Asbestos management policy (DCC)
- Supporting Pupils with Medical Conditions Policy
- Smoke-free policy
- Data protection policy

The school accepts the local authorities Health and Safety policies

### **Legal Framework**

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 2012
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: responsibilities and duties for schools'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE 'First aid in schools, early years and colleges'
- DfE 'Safe storage and disposal of hazardous materials and chemicals'
- HSE 'Sensible health and safety management in schools'
- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'

## Organisational Responsibilities

**Every employee in the school has legal and operational responsibilities to contribute towards the effective management of health and safety**

Overall and final responsibility for health and safety	Chair of governors and Head teacher
Day to day responsibility for ensuring this policy is put into practice delegated	Head Teacher/School business manager
To ensure health and safety standards are maintained/improved	Head teacher/School business manager
Health and safety risks arising from activities Risk assessments	Educational Visits – Head teacher and Teacher responsible Individual classrooms – Teacher responsible Site – School business manager
Findings of risk assessments reported to	Senior Leadership Team
Action required to remove/control risk	Senior Leadership Team
Responsible for ensuring actions are implemented	Head teacher and School business manager
Safe working practices – linked to specific risk assessments	Head teacher, school business manager
Environmental/ Welfare/Cleaning	<p>Head teacher/school business manager will do there utmost to maintain an acceptable working temperature. Suitable and sufficient lighting will be maintained.</p> <p>Head teacher/School business manager will ensure welfare facilities are suitable and sufficient and are maintained in a clean hygienic state</p> <p>Contract cleaners are monitored by the School Business Manager. The standard required is clear in the service level agreement held with the contracted cleaners. Waste management is managed by the school business manager and caretaker. Collection of all waste, including hazardous and sharps is contracted out and the appropriate responsible disposal certificate are obtained.</p>
<b>Consultation with employees</b>	
Consultation with employees provided by	Senior Leadership Team
<b>Safe plant and equipment</b>	
Identifying equipment/plant needing maintenance	School business manager and caretaker
Ensuring effective maintenance procedures are	School business manager and caretaker

drawn up	
Ensuring all identified maintenance is implemented	School business manager
Any problems found with plant or equipment to be reported to	School business manager
Checking new equipment meets health and safety standards	School business manager
<b>Safe handling and use of substances</b>	School business manager
Identifying substances which need a COSHH assessment	
Undertaking COSHH assessments	School business manager
Ensuring all actions identified are implemented	School business manager
Informing all relevant employees are informed about COSHH assessments	School business manager
<b>Information, instruction and supervision</b>	
Ensure Health and Safety information is effectively communicated	Senior leadership team
Ensure safe working practices are put in place and adhered to	Head Teacher and School business manager
Identify the necessity for supervision and staff the same	Head Teacher and Senior leadership team
Health & Safety Law posters	Available in staff room and kitchen
Health & Safety advice available from	Derby City Council's H & S advisor, Head teacher and School business manager
Supervision of young workers/trainees will be arranged by	Head teacher
<b>Competency for tasks and training</b>	
Induction training provided by	Senior Leadership Team
Job-specific training will be provided by	Appropriate member of Senior Leadership Team
Specific training requirements	
Working at heights	School business manager, site staff
Manual handling	Site staff, SEN T/A's
First Aid	All staff
Paediatric First Aid	Early years practitioners
COSHH	} School business manager and site staff
Fire Awareness	
Water testing	
Stepladders	
Asbestos awareness	

Accident investigation Stress Risk Assessments General Risk Assessments Management of H & S Educational Visits Co-Or Infection control	Head teacher and School business manager  Head teacher, teacher, administrator Head Teacher, School business manager, designated staff
Training records are kept up to date	School business manager
Training will be identified and monitored by	Head Teacher and School business manager
<b>Accidents, first aid and work-related ill health</b>  Health Surveillance required for the following jobs	Not currently applicable
Health surveillance would be arranged by and records kept by	School business manager
First aid boxes	Are located:- 1 <sup>st</sup> Floor Classrooms share boxes kept in corridor, ground floor classrooms have their own and one is kept in the hall for all middays etc. An appointed T/A takes charge of the first aid boxes and maintains stocks, contents and use by dates Travelling first aid kits are also maintained by the designated T/A
The appointed first aiders are	Assigned teachers/T/A's on duty, copy of the rota can be found in the reception office Teaching assistants and designated teachers are first aid trained and all accidents incidents are recorded  See first aid policy for further information
All accidents, incidents and first aid treatments must be recorded on the on-site book	All staff
All accidents and cases of work-related ill health to be recorded to	School business manager (who will complete the relevant reporting form and forward to DCC in line with RIDDOR)
Reporting of accidents, diseases and dangerous occurrences reported to	School business manager (who will complete the relevant reporting form and forward to DCC in line with RIDDOR)
<b>Monitoring</b>  Checking working conditions and safe working practices are being followed	Senior leadership team
Maintenance of building and ensuring workplace is kept clean and tidy	Senior leadership team and school business manager
Responsibility for investigating accidents	Senior Leadership Team
Investigating causes of sickness absences and acting on investigation findings	Head teacher, School business manager
<b>Emergency procedures – fire and evacuation</b>	

Ensuring fire risk assessment is undertaken and implemented	School business manager
Escape routes checked by	Caretaker/Handy person
Fire extinguishers are maintained and checked by	L/A assigned contractor
Fire alarms are tested by	Caretaker/Handy person
The emergency evacuation plan is reviewed annually and when changes are necessary	School business manager
Emergency evacuation will be tested by	School business manager
Fire evacuation procedures are displayed around the schools and all visitors/staff and contractors are required to sign in	School business manager
<p><b>Management of Site specific risks</b></p> <p><b>Asbestos</b> – All SLT/Site/Admin to be aware of and location of the red folder containing management procedures and the adopted L/A policy with regards to asbestos. Clear guidelines of management are set out in the red asbestos file and reviewed when necessary. All contractors are liaised with and booked in to ensure the school complies with the management of asbestos and the CDM Act</p> <p><b>Water Hygiene</b> – All quarterly/annual tests are contracted out to the L/A. Weekly temperature checks are carried out by the caretaker who has the appropriate training. The L/A's policy has been adopted. Reports of possible risks and audits are reviewed and necessary action taken</p> <p><b>Gas and electricity</b>– Appropriate tests contracted out to the L/A. PAT Testing arranged annually in house. Reports of all possible risks reviewed and necessary action taken. The schools guide for dealing with emergencies and business continuity clearly mark where the shut off valves are located for all utilities</p>	<p>Senior Leadership Team/School business manager and site staff</p> <p>School business manager</p> <p>School business manager</p>
<p><b>Site Security –</b>  All named key holders to sign, agree and complete the lone risk assessments. All key holders are informed of the schools security details and procedures. External contractors are appointed for emergency call outs between 6.30pm and 6.30am  See Call out Procedure</p>	School business manager
<p><b>Contractors and visitors on site –</b>  Management of Rosehill have a responsibility to ensure the continued health and safety of all persons whilst on premises</p>	Head Teacher/School business manager

**See separate infection Control policy**

Risk assessments and COSHH assessments to be reviewed when appropriate or when work activity changes

### **Arrangements**

Rosehill intends to implement the policy by various systems, procedures and processes these are as follows:

<p>Health &amp; Safety risk management</p> <ul style="list-style-type: none"><li>• Identification of hazards and risk</li> <li>• Specifying preventive and protective measures</li> <li>• Action planning with priorities and responsibilities</li> <li>• Periodic review</li></ul>	<p>All trips out of the school including short local trips are risk assessed in advance and approved by the Head teacher. The relevant responsible staff named in the risk assessment will receive a copy and sign that they have read, understood and accepted the responsibility. Ratios, first aid and SEN provisions are part of the risk assessment. Best practice is adhered to for transport arrangements and staff are not to use their own vehicle for work purposes unless it has been authorised by the Head teacher and the relevant insurance is in place.</p> <p>Termly health and safety walk rounds to identify unforeseen hazards.</p> <p>Teaching areas have their own risk assessments and are updated when necessary.</p> <p>Staff, do not and are not to carry out tasks that have been identified as potentially hazardous. All staff are aware of the policy and will report any duties, occurrences that are deemed as potentially hazardous to the relevant SLT for these to be assessed.</p> <p>Any potentially hazardous activity is risk assessed and risk is reduced to a safe level before the activity is carried out. Our preventive and protective measures are:</p> <ul style="list-style-type: none"><li>• Avoid the risk</li><li>• Combat the risk</li><li>• Adapt work to the individual</li><li>• Involve all concerned</li><li>• Promote a good H &amp; S culture with in the school</li></ul> <p>All risk assessments that have a plan with priorities to reduce the risk are allocated to specific staff to ensure ownership and responsibility. The assessment and plan will be signed and dated accordingly.</p> <p>All risk assessments are reviewed immediately in the case of change,</p>
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	<p>accidental occurrence or end of activity. However, all risk assessments will be set with a review date of three years unless it is seen appropriate to review earlier.</p> <p>Any matters H &amp; S risks that arise from this will be reported to the governors</p>
<p>Consultation with employees</p> <ul style="list-style-type: none"> <li>• Trade union safety representative</li> <li>• Weekly staff briefings</li> <li>• Reports to governors</li> </ul>	<p>Trade union safety representatives will be consulted with upon request by the head teacher or SLT</p> <p>Any H &amp; S issues during the week are reported to staff, as well as e-mails and other lines of communication if necessary</p> <p>Any significant/relevant H &amp; S issues are reported to the resources committee and taken to full governors if appropriate</p>
<p>Safe Plant and equipment</p> <ul style="list-style-type: none"> <li>• Purchasing of new equipment</li> <li>• Preventative maintenance</li> <li>• Defect reporting</li> </ul>	<p>Only DCC approved suppliers are used to purchase new equipment that may be potentially hazardous (i.e. electrical, kitchen equipment). Items that need connecting to electric, gas or water will only be fitted by a competent contractor approved by DCC</p> <p>Preventative maintenance and servicing such as mechanical and electrical equipment checks, PAT testing, ladders checks, cable checks, service agreements (equipment) are in place and monitored. The site team checks and maintains tools as part of the risk assessments. The school buys into the DCC maintenance and service agreement to ensure all servicing and inspection checks are carried out.</p> <p>All staff are aware to report defects found to SLT</p>
<p>Safe handling and use of substance</p> <ul style="list-style-type: none"> <li>• Purchasing of hazardous substances</li> <li>• Undertaking COSHH assessments</li> <li>• Informing employees</li> </ul>	<p>All purchasing of items are authorised by the SBM. Only in extreme cases of being unable to replace the product with a less hazardous substance will this be authorised. All substances with harmful properties are securely kept in a steel “flammable cabinet”</p> <p>All substances purchased have a COSHH and User assessment and these are located in the reception office at Rosehill.</p> <p>Rosehill adopts and works to the DCC COSHH Policy and procedures</p> <p>All staff are aware of this policy and aware of the necessity for COSHH forms and their use. These are reviewed every three years and any</p>

<ul style="list-style-type: none"> <li>• Reviewing assessments</li> </ul>	<p>incidences are reported to governors and staff through briefings or governor's meetings. COSHH items will be checked through H &amp; S inspection</p> <p>Review dates are set upon writing of an assessment and these will be in sink to ensure they are reviewed at the necessary date</p>
<p>Work-related Hazards</p> <ul style="list-style-type: none"> <li>• Manual handling</li> <li>• Working at Height</li> <li>• Stress management</li> <li>• Display screen equipment</li> </ul>	<p>The school will, as far as practicable, eliminate the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.</p> <p>The capability and circumstances, e.g. age, health of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.</p> <p>Working at heights above a 3 step ladder is not permissible for the teaching and support staff of the school. Any task that requires work at height is assessed and only carried out by the caretaker if the activity is deemed safe and has been risk assessed to reduce any risk identified. All staff have step ladder training and the caretaker has working at height</p> <p>Rosehill have adopted the Local authorities stress management policy</p> <p>Display screen assessments will be carried out by the school business manager for teaching staff and administrative staff who regularly use laptops or desktops computers. The school carry out the procedures and adhere to DCC DSE policy.</p>
<p>Information, instruction and supervision</p> <ul style="list-style-type: none"> <li>• Provision of relevant H &amp; S information</li> <li>• Supervision and</li> </ul>	<p>The policy is communicated to all through an induction process. H &amp; S is part of the briefing agenda and relevant issues are reported to the governors at the resources committee meeting and taken to full governors if necessary. H &amp; S posters are displayed in the staff room and school kitchen. Staff are aware of their responsibilities and that of others and report concerns promptly to the Head Teacher or School business manager.</p> <p>Supervision is provided when deemed necessary in accordance with the</p>

<p>training of new recruits and young workers</p>	<p>position/task. This will be decided upon induction or risk assessment. Young workers are inducted by the school to ensure familiarity of policies and safe working practices. Risk assessments are carried out by outside providers in the case of students or work experience</p>
<p>Competency for tasks and training</p> <ul style="list-style-type: none"> <li>• Induction training</li> <li>• Job Specific training</li> <li>• Training records</li> </ul>	<p>Every staff member has induction training, the length of time and designated person carrying out the induction is decided upon in accordance with the position by the head teacher. Some positions (teaching) are considered a low risk. In the case of site and kitchen staff the risks are higher and specific training, in house and external, is provided before certain tasks can be carried out. See site specific risk assessments and policies.</p> <p>Training records are kept and updated by the school business manager</p>
<p>Accidents, first aid and work related ill health</p> <ul style="list-style-type: none"> <li>• Undertaking health surveillance</li> <li>• Health surveillance records</li> <li>• First aid equipment</li> <li>• Appointed person</li> <li>• Record keeping</li> </ul>	<p>Health surveillance is not deemed necessary for the school.</p> <p>There are no cases of the necessity for health surveillance. However, should this ever become necessary the health &amp; safety advisors from the Local authority would be consulted by the Head Teacher</p> <p>First aid equipment is checked termly to ensure its correct provision and date</p> <p>The school has an appointed person to over see</p> <p><b>Minimal level</b> – investigations take place and the F2508 is completed and a copy sent to the L/A  <b>Low level</b> – brief investigation, review relevant risk and amend working procedures. F2508 is completed and a copy sent to the L/A  <b>Medium level</b> – investigation to involve head teacher, H &amp; S adviser and if possible trade union representative. F2508 is completed and a copy sent to the L/A  <b>High level</b> – investigations must be carried out by head of service, and a H &amp; S advisor from the L/A. F2508 is completed and a copy sent to the L/A</p>
<p>Infection Control</p>	<p>The school actively prevents the spread of infection through maintaining a high standard of personal hygiene, practice and maintaining a clean environment. In the case of an outbreak further risk assessments will be carried out to ensure segregation and hand washing take place. For further detailed information concerning our policy and procedures to address infection control see our infection control policy</p>
<p>Monitoring</p>	

<ul style="list-style-type: none"> <li>• Proactive</li> <li>• Investigations of accidents and work related sickness</li> <li>• Inspections</li> </ul>	<p>Working conditions and working practices are monitored by risk assessments and H &amp; S walk rounds</p> <p>Investigations of accidents take place in accordance with the level of accident. Sickness and absences are investigated once a trigger has been received and dealt with in accordance with the attendance management policy and procedure. Any H &amp; S concerns are assessed and communicated at this point</p> <p>H &amp; S inspections will take place termly by the Head Teacher, school business manager and appointed H &amp; S governor. This is used to check finger traps, COSHH and all hazardous operations are identified. The inspections are carried out whilst the school is at work to take into account work activities throughout the day. The inspection report is written with actions, by whom and by when</p>
<p>Emergency procedures</p> <ul style="list-style-type: none"> <li>• Fire risk assessments</li> <li>• Call out procedures</li> <li>• Checks of escape routes, alarms</li> <li>• Firefighting equipment</li> <li>• Fire alarm system</li> </ul>	<p>Fire risk assessments are carried out by an external provider as directed by the local authority. The results of these are evaluated and worked upon by the school business manager. Reasonable adjustments and improvements are made and added to a three year plan, which is reported to the governors.</p> <p>The fire alarm is linked and monitored by First county monitoring. Upon receiving a fire signal, if the site is closed (IAS set) First county monitoring will call the fire brigade then work down the key holder list until they make contact. If the site is showing open (IAS unset) they will call key holders first and it will be the key holders responsibility to call the fire brigade.</p> <p>In the event of the security alarm activating first county monitoring will call Repton security after 6pm to 6am and key holders outside of this time.</p> <p>Monthly escape routes and audits are completed by the relevant site staff. Any issues are reported to the school business manager.</p> <p>All firefighting equipment, including emergency lighting is checked by an outside provider as directed by the L/A. The school business manager spot checks these to ensure the service has been received.</p> <p>The fire alarm system is tested on a weekly basis at 7am before other staff arrive at the school. This must be carried out with the neighbouring school (St James Juniors). The call points are numbered and tested in rotation. Whilst testing the fire alarm all automatic doors, gas safety shut</p>

