

HEALTH AND SAFETY POLICY

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This policy is to be read in conjunction with the Cameron Vale Health and Safety Policy

The Chelsea Nursery (TCN) provides nursery education for children aged 6 months to 4 years. The nursery is linked to Cameron Vale School (CVS).

Overarching Statement

The Chelsea Nursery (TCN) at Cameron Vale School recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and working environment from all its employees, and those who may be affected by any of its activities, under the general duties imposed by the Health and Safety at Work Act 1974, the specific requirements of the Management of Health and Safety at Work Regulations 1999, the Education Act 2002 and all other relevant statutory Health and Safety Provisions.

TCN will take steps within its power, where reasonably practicable, to meet this responsibility, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that are safe.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- A safe place of work with safe access to and from it.
- A healthy working environment.
- Adequate welfare facilities.

It is the duty of the Headmistress to ensure the health, safety and welfare at work of all its employees and the health and safety of any other person who may be affected by the school's activities. The Headmistress is responsible for providing competent technical advice on health and safety to the whole school.

Employees Duties

All employees of TCN and CVS have general duties under the Health and Safety at Work Act 1974, and specific duties under the Management of Health and Safety at Work Regulations 1999, and other legislation, to take reasonable care for the health and safety at work of themselves and others who may be affected. They must also co-operate with TCN and CVS to ensure health and safety requirements are complied with.

Publication and Review

The following, as appropriate has been included in the overarching CVS Health and Safety Policy:

- Accident reporting (by whom and to whom).
- First Aid provision.
- Administration of Prescribed Medicines.
- Provision of protective clothing and equipment.
- General fire safety and emergency evacuation.
- Waste disposal including laboratory materials, chemicals, broken glass and clinical waste.
- Maintenance, cleanliness and tidiness of all premises, plant and equipment, frequency, standards, checking arrangements.
- Obtaining professional health and safety advice and services.
- Safety training (recognition of needs, arrangements for training and record keeping).

- Maintenance both planned and emergency including and required, for example by COSHH, the Electricity at work Regulations and the Ionising Radiations Regulations.
- Dealing with asbestos and removal.
- Playground safety.
- School trips.
- Safety on school transport.
- Contractors in schools (especially for construction work).
- Dealing with violence to staff in school.
- All risk assessments.

In addition all staff at TCN and CVS have a responsibility to ensure Health and Safety processes are followed, and should:

- Identify potential problems and assess the risks involved to assist in establishing appropriate health and safety arrangements.
- Identify and implement appropriate standards for codes of safe practice as detailed in guidance notes produced by the appropriate National Bodies such as CLEAPSS.
- Check that procedures are followed.

Monitoring Arrangements

The Head of Nursery and Headmistress's monitoring arrangements are put in place to ensure:

- Physical controls are in place and working.
- Staff are carrying out the functions allocated to them.
- Procedures are working and are reviewed periodically.

The following methods have been put in place to achieve a holistic approach:

- Monitoring the accident/incident reports.
- Carrying out health and safety inspections; this can be achieved either by dealing with a particular area of the school or a particular aspect of health and safety across the whole school.
- Checking maintenance reports, e.g. efficiency of fume cupboards.
- Monitoring safety meetings and follow up procedures.
- Allocating action to individuals.
- Monitoring complaints and hazard reports from staff, pupils and parents.
- Setting time limits for all actions.
- Ensuring that remedial action to deal with problems and any longer-term action to address the cause are identified.

TCN and CVS Employee Responsibilities

All TCN and CVS employees will:

- Make themselves familiar with the CVS Health & Safety Policy.
- Adhere to the requirements of risk assessments and comply with all safe working practices and Codes of Practice detailed in the CVS Health and Safety Policy.
- Make full use of appropriate safety equipment, personal protective equipment and make full use of all safety devices.
- Report to the appropriate member of the Senior Leadership Team any unsafe practices or systems of work, unsafe working conditions, damage to plant, machinery or equipment, accidents or violent incidents.
- Take reasonable care for their health and safety and of any other person who may be affected by their actions or omissions at work.
- Not intentionally or recklessly interfere with or misuse anything provided by the school in the interests of health, safety and welfare.
- Advise the Headmistress of any health and safety training required.
- Co-operate in all consultations regarding health and safety.
- Be liable to disciplinary action for breaches of TCN or CVS safe working rules, Codes of Practice or Risk Assessments