



**THE FEDERATION OF
MELLERS PRIMARY SCHOOL AND
NOTTINGHAM NURSERY SCHOOL**

DOCUMENT ORIGINS			
Organisation	Federation of Mellers Primary School and Nottingham Nursery School	Version date	September 2024
Owner	Lorna Dermody and Joy Buttress	Approved by (If applicable)	FGB
Next review date	September 2026	Approval date	

DOCUMENT VERSION HISTORY		
Revision date	Author of changes	Summary of changes
09/2025		No changes

HEALTH, SAFETY & WELFARE POLICY

INTRODUCTION

The ultimate responsibility for health and safety rests with the **employer** i.e. the Local Education Authority (LA) or Governing Body, although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Head Teachers.

The LA is the **employer** for Community Schools, Community Special Schools, Voluntary Controlled School, Maintained nursery Schools and Pupil Referral units.

The Governing Body is the **employer** for Foundation School, Foundation Special Schools and Voluntary Aided Schools.

The Governing Body or Proprietor is responsible for Independent Schools.

The duty to comply with statutory requirements, however, cannot be delegated and remains with the LA or Governing Body.

This 'model' guidance has three parts.

It contains;

- a **statement** of general policy based on legal duties under the Health and Safety at Work etc. Act 1974 [section 2 (3)]
- the **organisation** i.e. explains the allocation of functions to individuals i.e. who does what as regards health and safety
- the **arrangements** i.e. how health and safety functions allocated to individuals are carried out

The policy includes the key elements of a health and safety policy identified in the DfES document Health and Safety: Responsibilities and Powers (ref. DfES/0803/2001).

This document should be 'tailored' according to the local situation in each school. Wording in italics is to be deleted as the policy is prepared.

Reference

The main source of health and safety information is provided in the Children's Health and Safety Guidance manual which is available via the internet:

- www.nottinghamschools.co.uk/h&s

N.B. The Health and Safety policy statements for:

- Nottingham City Council
- Children's Services

are both displayed on the schools' website www.nottinghamschools.co.uk/h&s

HEALTH AND SAFETY POLICY STATEMENT

THE FEDERATION OF MELLERS PRIMARY SCHOOL AND NOTTINGHAM NURSERY SCHOOL

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that pupils and other non-employees e.g. parents, visitors etc., are not exposed to any risk to their health and safety
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide a safe plant and equipment
- To ensure safe use, handling and storage of substances i.e. chemicals
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review this policy annually and to revise it as necessary

This policy has been brought to the attention of all employees and is kept readily available for employees in the Head Teachers' office / main office.

RESPONSIBILITIES

DUTIES OF THE HEAD TEACHERS

The Head Teachers are responsible for:

- taking the lead in the promotion of an effective health and safety culture
- the overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- ensuring that the requirements of all relevant legislation, codes of practice and LA guidelines are met at all times
- ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- consulting with employees, and safety representatives, on health and safety issues
- ensuring effective means of communication with staff on health, safety and welfare issues
- ensuring that risk assessments are undertaken and reviewed annually
- identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe.
- ensuring that accident, work related ill health and violent incidents are reported and investigated as necessary
- monitoring the standard of health and safety throughout the school
- ensuring that emergency procedures are in place
- ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- authorise all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits.

DUTIES OF THE GOVERNING BODY

The Governing Body, in consultation with the Head Teachers will:

- ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- ensure a safe place of work for employees and pupils, including safe means of access and egress
- ensure that adequate health and safety resources are available to meet health and safety requirements

Reference: **A guide to the Law for School Governors (DfES)**
 Health & Safety: Responsibilities and Powers (DfES)

DUTIES OF LINE MANAGERS

The duties of Line Managers include:

- day to day responsibility for the health, safety and welfare of employees and pupils
- ensuring risk assessments are carried out for activities as required
- ensuring safe working conditions and safe working practices in accordance with legislation and LA guidelines
- ensuring employees are 'competent' to carry out their activities
- ensuring new employees are inducted in the safe working practices
- ensuring safety inspections are carried out at least termly
- ensuring all plant, machinery and equipment is inspected and maintained in safe working order
- ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- ensuring that employees and pupils are aware of the emergency procedures
- ensuring that hazardous substances are correctly used, stored and labelled
- ensuring that relevant health and safety warning signs are displayed
- ensuring effective means of communication with employees and pupils
- reporting any health and safety concerns to the Head Teachers

DUTIES OF THE SITE MANAGER

The Site Manager's duties include:

- keeping the building and site in good order and repair and free of waste / litter
- monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment (e.g. for disabled persons), passenger / goods lifts, fire alarm system, intruder alarms etc.
- monitoring the provision and safe use of main services i.e. water, gas and electricity
- monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- monitoring and maintaining effective security arrangements
- maintaining safe storage of chemicals, hazardous substances and equipment
- ensuring that deliveries made safely, e.g. by avoiding peak pedestrian times
- dealing with reported damage and defects
- monitoring the condition of asbestos
- assisting the Head Teacher and Governors with the annual health and safety inspection

DUTIES OF THE OFF-SITES VISIT CO-ORDINATOR (OVC)

- Follows the NCC Educational Off-Site Visits Policy where their full responsibilities are outlined.

DUTIES OF ALL EMPLOYEES

All employees are instructed to:

- take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- co-operate with their Line Manager on health and safety matters
- not to interfere with anything provided to safeguard their health and safety
- report all health and safety concerns, e.g. hazards or defects etc., to their Line Manager

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ARRANGEMENTS

The GI reference stated next to the subject is the Nottingham City Council's Guidance and Information Sheet.

Accident Reporting and Investigation (GI48)

Accidents to employees are dealt with in accordance with Guidance and Information Sheet No. 48.

Accidents to pupils and other non-employees are recorded as laid down in the Children's Services Health and Safety guidance.

All accidents are investigated by local responsible person.

Accident report forms are held in the school office

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Head Teacher is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995.

Administration of Medicines

Include the school's specific policy regarding medicines. e.g. any medicines allowed, life threatening only, prevent non-attendance, prescription only.

All medication will only be administered with written parental consent.

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Records are kept of all administration of medication.

Training on the administration of specific medicines is provided by the school health team.

Asbestos Management (GI2)

The condition of asbestos in the building is monitored by the Site Manager and recorded in the Asbestos logbook.

The Asbestos Survey report is held by the Head Teacher / Site Manager and is made available to any contractors carrying out work within the school.

Communication

Effective communication between the Head Teachers and employees is ensured either face to face or through regular staff meetings and the staff notice board.

Construction work (GI25)

All construction work is carefully monitored in accordance with NCC guidance.

Consultation with Employees

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teachers or to a nominated person.

Control of Contractors (GI12)

The Site Manager is responsible for day-to-day control of Contractors, although it is recognised that overall responsibility lies with the Head Teachers.

Display Screen Equipment (GI37)

The regulations are applicable to regular 'users' of display screen equipment, e.g. Office Staff in some schools. A workstation risk assessment is carried out for any employee who meets the criteria of a 'user', using the form provided on the schools' website.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

The use of laptops is regarded as use of display screen equipment and NCC guidance will be followed.

Electrical Safety (GI35)

All portable electrical appliances in school are checked by a 'competent' person at recommended intervals. Records of PAT testing are held on site.

All employees are instructed to carry out a visual inspection of electrical equipment, so far as is reasonably practicable, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to prevent accidents and injury.

All employees and pupils are made aware of the hazard of electricity, particularly where water is present. A residual circuit device (RCD) is used where required e.g. for any electrical equipment used out of doors.

The electrical installation is inspected at 5 yearly intervals by a competent person i.e. electrical engineer.

Emergency Procedures

See LA Guidance for schools on dealing with emergencies and school closures.

Reference: City Council Letter and Parcel Bombs poster.

Fire Safety (GI28)

Refer to fire management folder including risk assessment and logbook.

First Aid (GI49/55)

First aid facilities are provided at all times employees are at work during normal working hours.

First Aid Kits are readily available and kept topped-up by a nominated person. The main first aid kit is kept in the staffroom.

Arrangements are in place for the dealing with bodily fluids.

All first aid treatments are recorded.

'Head bumps' are reported to the injured child's parent /carer.

The First Aiders are: Joy Buttress, Lesley Sherriff, Teeny Reid, Beth Foster, Billie Wilson, Nathan Godfrey-Walters, Karan Kasbia, Michelle Bramley and All staff in the Early Years of Mellers and Nottingham Nursery.

Gas equipment and appliances

All gas boilers / appliances are inspected annually by a 'competent' person, i.e. CORGI registered gas engineer.

Gas supplies are capable of being isolated and 'locked off' when not in use.

Hazardous Substances (GI50)

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant). Generic risk assessments are available for common hazardous substances used in schools. Information / COSHH assessments relating to hazardous substances in school are kept in the school office.

All chemicals are kept securely under lock and key to prevent unauthorised access.

Health and Safety Advice

'Competent' advice is provided by the Safety Advisers Unit.

Hot drinks

All employees understand and agree that hot drinks must be in cups with a secure lid, in order to prevent spillage and burns. Staff will only carry hot drinks in lidded cups before and after school, and during breaktimes. Hot drinks are not taken into lessons.

Housekeeping (and see also under waste / litter)

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards.

All employees are informed of their responsibilities during their induction.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

Specialist advice is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLAPSS).

The Health and Safety Executive (HSE) poster "Health and Safety Law – what you should know" is displayed in the school staffroom.

Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teachers, Site Manager and Governors.

Employees have been instructed to report any damage / defects to the Site Manager or Head Teachers.

Arrangements are in place for the annual inspection of PE equipment by a specialist company.

Lettings / Use Premises Out of Hours

A contract with conditions of hire has been completed, signed and approved by Legal Section.

Advice is sought from the College Street (Sara-Allen Smith) regarding licenses required for entertainment / stage plays etc.

Lone Working (GI28)

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

Maintenance of plant and equipment (GI14)

The Site Manager is responsible for arranging / monitoring and keeping records for the routine maintenance of plant and equipment.

The Site Manager is responsible for carrying out repairs or arranging for repairs to be carried out.

Manual Handling (GI10)

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

Training on safe manual handling of inanimate objects is available from the Safety Advisers.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the form provided on the schools' website.

Reference: Safer Manual Handling Leaflet prepared by the Safety Advisers.

Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of building and site.

The health, safety and welfare policy is reviewed annually.

New and expectant mothers (GI16)

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Head Teachers are made aware by the employee. A generic risk assessment form is issued by Human Resources.

Off-Site Educational visits

The Off-Site Visits Co-ordinator (OVC) is Laura Patel.

The OVC is responsible to the Head Teachers for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

Advice and guidance is provided by the Children's Services Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team, who is based at College Street – ☎ 9476202.

Advice as regards swimming activities is provided by the Swimming Co-ordinator, who is based at College Street – ☎ 9476202.

Reference: The Educational Off-Site Visits Policy

Personal Protective Equipment (PPE) (GI11)

PPE is issued to employees as required, e.g. to the Site Manager, Cleaners and any employee who may have to deal with bodily fluids. P.P.E. is also provided for students, e.g. in science, design and technology and PE, PPE is replaced as required.

Playground Safety

The Site Manager is responsible for ensuring that the playground is inspected prior to use and that harmful items are removed e.g. broken glass etc.

Staff report any identified defects / concerns directly to the Site Manager or Head Teachers.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teachers, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury.

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in the head's office.

Generic risk assessments have been designed by the Safety Advisers and are available via the schools' website.

Training courses on carrying out risk assessments are provided by the Safety Advisers Unit.

Safety Education

Arrangements are in place for safety education to be included in the curriculum

Safety Representatives (GI4)

Under legislation, Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Safety Representatives have no legal duties other than those of an employee.

School Council

The establishment of a school council helps to raise awareness, and to promote ownership of health and safety issues.

School Health and Safety Committee

The School Health and safety Committee consists of Head Teachers / Health and Safety Co-ordinator / Governor responsible for health and safety / Heads of Department / Site Manager.

Security Arrangements (see Security policy)

The Site Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding, where applicable, e.g. in the Nursery.

The response to alarm activation is covered in the Lone working procedures.

Key holders are Lorna Dermody, Joy Buttress, Andy Smith and Octavian Security

Slips, trips and falls (GI13)

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury.

Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders.

All employees have been instructed not to use chairs, tables, desks, etc. to gain access to storage.

Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, Work Related

The Head Teachers are responsible for controlling work-related stress issues and for carrying out a general risk assessment.

Sun Protection (GI6)

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers.

Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary.

In extreme weather conditions the length of time that pupils are exposed to the sun is controlled.

Shade is provided on the school playground via a tree and a wooden hexagonal shelter.

Supervision

Pupils are supervised during all activities throughout the school day.

For off-site visits DfES guidelines are followed regarding supervision levels.

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation, using the checklist provided by the Safety Advisers which can be found in the Children's Services Health and Safety Guidance. New employees are adequately supervised, as required.

Vehicles, Use of

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches.

The use employees' own vehicles for the transporting of pupils is also included in the risk assessment process. A generic risk assessment can be found on the Education web site.

Only employees who are currently authorised by the Head Teacher and licensed by Nottingham City Council Passenger Services are permitted to drive the school or hired minibus.

Employees are instructed not to use hand held mobile phones whilst driving.

Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated.

Nottingham City Council has adopted the Health & Safety Executive's (H.S.E.) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported on the Violent Incident Report form and investigated as required by Line Manager / Head Teachers.

A poster is available for display in reception areas informing visitors that violence is unacceptable.

Training will be provided in de-escalation and positive handling through the Behaviour Support Service. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police, Anti-Social Behaviour Team, or Legal Section as required.

Waste / Litter Management (GI29)

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

A 'sharps' box is available in school in order to deal promptly with any discarded needles / syringes being found.

Arrangements have been made for the safe storage and collection of clinical waste.

Water Management / Control of Legionella (GI5)

The Federation have adopted Nottingham City Council's Water Management System for the control of legionella.

Welfare facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities.

Pupils have access to labelled drinking water taps

The provision of heating, lighting and ventilation is adequate, and is monitored and maintained by the Site Manager.

All glazing is either safety glazing or safety film has been applied. Broken windows are replaced with safety glazing.

Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Training is carried out, where applicable; in the safe use of certain work equipment, e.g. abrasive wheels, circular saws, etc.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and Leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Road Safety section and Safer Routes to School provide advice on the safety of pupils in respect to road safety.

Work Related Learning / Work experience

The school co-ordinator is Lesley Sherriff and the nursery co-ordinator is Lynette Randall

Work Placements and Experience are co-ordinated through secondary schools, local colleges and universities

Working at Height (GI9/54)

Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height can not be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager.

Employees are instructed not to work at height whilst lone working.

Suitable access equipment is provided, e.g. 'kick step' type stools, step ladders, ladders.

Employees are instructed not to use chairs / desks / tables to gain access to items stored at height or to put up displays etc.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager.

Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.

Appendix 1 Cross-referenced Policies

- Bullying
- Child Protection
- Drugs
- Fire
- Internet Policy
- Security