

**The Nest School: Health and Safety Policy**

Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe and engaging learning environment.

**Reviewed February 2024**

**Next Review date February 2025**

**The Beechfield School is committed to:**

* Providing a productive and safe learning environment
* Preventing accidents and any work-related illnesses
* Compliance with all statutory requirements
* Minimizing risks via assessment and policy
* Providing and maintaining safe working equipment and ensuring safe working methods
* Including all staff and representatives in health and safety decisions
* Monitoring and reviewing our policies and practices to ensure their effectiveness
* Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable
* Safe arrangements for the handling, storage and transportation of any substances, that fall within the COSHH regulations (The Control of substances hazardous to Health Regulations 2002)
* Supervision, training, and instructions that ensure all staff can perform their duties in line with this policy. Line managers ensure that staff are aware of the escalation and reporting procedures if required.
* Where necessary, protective equipment and clothing is provided, along with any necessary guidance and instruction.

**Responsibilities**

The Head of The Nest School has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors. This applies to the two site locations for the The Nest School – The Nest and The Lodge

The Head of The Nest will implement day-to-day health and safety practices.

**The Head of The Nest School must ensure that:**

* Policies relating to evacuation and to the response to critical incidents are in place, in date and communicated within The Nest School
* The Health and safety Policy is communicated to all staff
* Records of medical incidents are kept and are available to view and that a sufficient number of colleagues are first aid trained
* Accidents and incidents are appropriately recorded and investigated
* Security arrangements are detailed within the health and safety risk assessment for each site location. The risk assessment will be stored on Teams and there will be a paper copy available at each site. These are live documents and staff will be encouraged and prompted to refer to them.
* The Head of School is responsible for monitoring staff health and safety training and ensuring staff feel well equipped to implement this policy and knowledge gained through training.
* They are also responsible for the continuous monitoring of health and safety and will report all requirements to the site and maintenance officer, marking tasks as urgent when required.
* Appropriate permits are used when deemed necessary by the risk assessment
* Adequate assessment and provision for visitors who may be impacted by our undertakings
* Adequate assessment, provision and cooperation with contractors to ensure potential risks are minimized.
* Assisting others in the production of suitable and sufficient risk assessments
* Adequate assessment and authorisation for off-site visits are made in advance. The Head of School is the EVC - Educational Visits Co-ordinator.
* Working alongside the Fire Warden at each site, the head of school will ensure appropriate maintenance and testing of the fire alarm systems and fire safety management systems (which includes relevant weekly and termly checks)

**All members of staff will:**

* Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
* Cooperate with their employers on health and safety matters
* Carry out their work in accordance with training and instructions
* Inform the Head of school of any work situation representing a serious and immediate danger, so that remedial action can be taken
* Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures that are in place.
* Use the correct equipment and tools for the job and any protective clothing supplied
* Ensure any toxic, hazardous or flammable substances (COSHH) are used correctly, and stored and labelled as appropriate.
* Report any defects in equipment or facilities to the Head of school.
* Take an interest in health and safety matters, and suggest any changes that they feel are appropriate
* Exercise good standards of housekeeping and cleanliness
* Adhere to their common law duty to act as a prudent parent would when in charge of pupils

**Pupils will:**

* Exercise personal responsibility for the health and safety of themselves and others
* Dress in a manner that is consistent with safety and hygiene standards
* Respond to the instruction of any member of staff given in an emergency
* Observe the health and safety rules of the school
* Ensure they are aware of how to report accidents and where to go to for First aid.
* Not misuse, neglect, or interfere with items supplied for other people’s health and safety. Such as other pupils, staff members, visitors and contractors.

**Obligation of contractors**

Contractors working on the school premises are required to identify and control risks arising from their activities and to share information with the Head of School in advance of work commencing. Contractors will inform The Head of all potential risks to staff, pupils and visitors.

**Local Arrangements**

This section includes a range of hazards, for which The Nest School, including the Lodge in Hanley will ensure suitable arrangements are in place to minimise the risk, as far as is reasonably practicable.

**Asbestos management**

The Nest School will take all necessary steps to avoid the possibility of uncontrolled release and exposure. The arrangements in place will be in accordance with statutory guidance and advice.

**Water Safety (Legionella)**

Sources of risk from legionella on the site should be identified and all necessary steps taken to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. Neil Beech, site and maintenance officer has responsibility for this and will complete the relevant checks in accordance with statutory guidance and advice.

**Fire Safety**

In line with the Regulatory Reform (Fire Safety Order) 2005, appropriate procedures for ensuring that safety precautions are properly managed will be put in place.

These procedures will include fire drills, fire extinguishers, evacuation procedure reviews, the appointment of a fire warden at each site location and staff to undertake adequate training on fire safety in schools. A fire risk assessment has been completed and is reviewed annually. The evacuation procedure is outlined in the risk assessments, these are available on Teams and a paper copy is available at each site.

All staff are fully conversant with the procedures for evacuation of the premises in case of a fire or other emergency. Evacuation procedures will be tested termly and will be timed. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for. All firefighting equipment will be checked annually, and records maintained, the fire alarm will be tested monthly.

**First Aid**

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. The safety officer is tasked with ensuring adequate assessment and provision of first aid facilities. Please refer to the first aid policy.

**Accident report and Investigation**

All accidents/incidents involving staff, pupils and visitors will be reported in the ‘Accident Book’. Under the reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) 2013, certain accidents must also be reported to the health and safety officer.

All accidents will be investigated in a manner which is proportional to the event, and the findings recorded.

**Risk Assessment**

In Accordance with the Management of Health and safety at Work Regulations (MHSWR) 1999,

In accordance with The Management of Health and Safety at Work Regulations (MHSWR) 1999, suitable and sufficient risk assessments will be in place for all required activities. These assessments will be authorised by the head of school. Risk assessments will be reviewed on a regular basis, or when the work activity changes; whichever is soonest. Staff should contribute and are made aware of any changes to risk assessments relating to their work.

**Safe Systems of work**

To ensure some types of work (such as working at height or working in confined spaces) are carried out safely, safe systems of work will be prepared, detailing how the work should be carried out. These will be used alongside the relevant risk assessment to ensure all potential hazards are identified, and details made available on how to conduct the work as safely as possible. For other work activities, lesson plans and/or procedures are prepared and overseen by the Deputy for the Beechfield School.

**Hazardous materials**

Hazardous materials must be used and stored in accordance with the risk assessment.

It is important to ensure that materials are stored in a suitable and safe location that is not accessible by pupils (COSHH store).

Please see the staff discipline, conduct and grievance policy for further information (Staff CODE OF CODUCT) this is available on MS Teams, please seek advice from your line manager at your earliest opportunity.

**Driving for work**

For staff who drive **for** work, and transport pupils in their own vehicle must ensure they purchase ‘Business use’ car insurance and receive authorisation to drive on behalf of The Beechfield School – the Head of the Beechfield School will monitor this alongside individual pupil risk assessments.

**Refer to: SAFE DRIVING in the staff grievance, conduct and discipline (CODE OF CONDUCT) policy for more details.**

**Health**

Ensuring the health of our staff is important to us, we will ensure adequate provision for the health and wellbeing of our staff.

Staff members who have health conditions that could impact on their work or health at work are asked to confidentiality inform their line manager at the earliest opportunity so the relevant risk assessments and adjustments can be made.

**Smoking and vaping**

The Nest School is a Smoke Free Environment. Smoking and vaping is prohibited in all areas of The Nest School sites as we recognise the right of employees, pupils and visitors to the school to a smoke free environment, and therefore, there is a complete ban on smoking in any form or use of e-cigarettes vaporisers or anything similar in all areas of school property, including outside grounds.

**Information and Training**

Health and safety induction training will be provided and documented for all new employees and the requirements of this policy will be brought to their attention. The Manager is responsible for identifying individuals or groups who require training and for ensuring adequate provision of this. Training records are stored on Beechfield Education Ltd MS Teams.

Each member of staff is responsible for bringing to the attention of their line manager their own personal needs for training. Employees have a responsibility not to undertake duties unless they are confident, they have the necessary competence and training

**Driving and Mobile Phones**

Refer to: SAFE DRIVING in the staff grievance, conduct and discipline (CODE OF CONDUCT) policy for more details.

Some employees are required to drive on the Company's business as part of their job duties. Operating a mobile phone whilst driving reduces concentration and increases the likelihood of an accident. It is also now a criminal offence. This policy applies irrespective of whether you use a Company-provided mobile phone or your own personal mobile phone and irrespective of whether you are driving a Company car or your own car. You are completely prohibited from using a hand-held mobile phone or similar hand-held electronic device whilst driving as part of your job duties, whether this is to make or receive telephone calls, send or read text or image/picture messages, or to access the Internet or e-mail.

If you are required to drive as part of your job duties and you wish to use your mobile phone, you must ensure you have the appropriate hands-free equipment for the phone. However, even with hands-free equipment, driving and conducting a telephone conversation are both demanding tasks and you should take all reasonable steps to ensure you do not carry out these tasks at the same time. You should therefore make use of any voicemail or call divert facility available, rather than make or receive "live" calls. You should then stop regularly in safe places to check for voicemail messages and to make and return calls. If you do need to make or receive a call whilst driving on Company business and you have the appropriate hands-free equipment, these calls should nevertheless be limited to essential calls and only when it is safe to do so.

**Eyes and Eyesight Testing**

Although there is no evidence that working with display screen equipment (DSE) can cause damage or permanent damage to eyes, long spells of DSE work can lead to tired eyes and discomfort. Anyone experiencing discomfort should report this to the Head of School. Monitors should be correctly positioned and properly adjusted to avoid glare and reflection.

The Nest School acknowledges that users of Display Screen Equipment are entitled to free ear and eye-sight testing every two years. The Nest School is entitled to know the results of this test as it affects display screen use. Therefore the Optometrist will be required to make a report to the Head of School copied to the employee detailing this information. The full cost of the eyesight test will be reimbursed if the employee uses a monitor and provides an Optometrist report.

If you require The Nest School to pay for the eyesight test directly, you must notify the Head of School of your intention to visit an Optometrist and complete a Display Screen Equipment Eyesight Test form. This must be authorised by the Head of School in advance of your visit.

Employees will have to meet the full cost of glasses or contact lenses, should they be required.

Although an eye test is recommended every 2 years, anyone experiencing headaches or eyestrain should visit their Optometrist immediately.

**Contractors, Visitors, and 3rd Parties**

All contractors, visitors and third parties must report to reception, where they will be asked to sign the visitor register. All contractors, visitors and third parties should be made aware of relevant health and safety procedures. No contractor may undertake work on site without permission from the manager.

Contractors are responsible for the health and safety of their employees and for their safe working practices. Contractors will be required to assess the risks to anyone who might be affected as a result of their work.

**Monitoring Health and Safety**

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| Name of person(s) responsible for the overall monitoring of health and safety in school: | Liam Barlow – Head of SchoolClaire Baranowski-Deputy Head of SchoolNeil Beech - Maintenance and site officer |

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| **Our arrangements for the monitoring of health and safety are:** |
| Name of person responsible for monitoring the implementation of health and safety policies | Liam Barlow, Claire Baranowski |
| Workplace inspections | Neil Beech |
| Gates | Liam BarlowClaire Baranowski | Daily |
| Windows and shutters | Liam BarlowClaire Baranowski | Daily  |
| Security doors | Liam BarlowClaire Baranowski | Weekly |
| Perimeter fence | Liam BarlowMatt Pollard | Weekly |
| Easy access to fire extinguisher | Liam BarlowClaire Baranowski | Weekly |
| Outdoor play equipment | Liam BarlowClaire Baranowski | Weekly |
| Fire doors open safely/tension of fire doors | Liam Barlow – Fire wardenClaire Baranowski | Weekly |
| Fire alarm alert button glass/plastic in place | Liam Barlow – Fire wardenClaire Baranowski | Weekly |
| Fire escape route | Liam Barlow – Fire wardenClaire Baranowski | Daily |
| Indoor Lighting | Liam BarlowClaire Baranowski | Weekly |
| Window damage | Liam Barlow Neil Beech | Weekly |
| Toilet/medical areas | Liam BarlowClaire Baranowski | Weekly |