

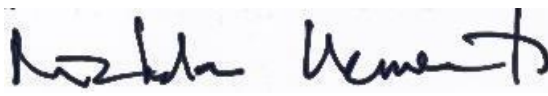


BRONTE SCHOOL & NURSERY



HEALTH, SAFETY & WELFARE POLICY (Including EYFS)

	Date	Signed
Date reviewed	Sept 2023	 (Mrs. Emma Wood, Headmistress & Nursery Director)
Date reviewed	Sept 2023	 (Mrs. Marie Pike, Nursery Manager)
Ratified by Proprietor	Sept 2023	 (Mr. Nicholas Clements, Proprietor)
Date of next review	SEPT 2024	

This policy relates to Bronte School and Nursery

Overview

This Policy is written in accordance with Health & Safety Executive guidelines. There are three parts:

Part 1 Principles, Responsibilities and General Practice

Part 2 Policy and Execution; Management

Part 3 Locations, First-aiders, Fire Marshals, Key Contractors

At Bronte School and Nursery (all the adults acting for the organisation) have a duty of care to children under the Children Act 1989 and Health and Safety at Work Act 1974 and as such need to follow health and safety procedures.

The Health and Safety at Work Act 1974 states certain accidents must be reported to the Headmistress/Nursery Director then, if necessary and depending on severity, to the Health and Safety Executive (HSE) under (RIDDOR) Reporting of injuries, diseases and dangerous occurrences regulations 2013. The HSE may visit the School or Nursery without notice. Certain procedures must be followed irrespective of cost or time.

The control of health and safety risks is an essential part of educational provision. The School and nursery has, therefore, a duty to establish and monitor the effectiveness of safe working procedures and the identification and control of health and safety risks. We will take all action, which is reasonably practicable.

Consultation Arrangements with Employees:

Employees are consulted as appropriate, on H&S issues at staff meetings, and minutes of the Health and Safety Committee are displayed on staff notice boards. There is also an opportunity to raise issues at INSET and general meetings. At Bronte School a yearly risk assessment is part of the beginning of the school year routines. At Bronte Nursery, regular and frequent take place.

Part 1 Principles, Responsibilities and General Practice

Principles

The two overarching principles are, firstly, that, as a fundamental responsibility, matters of health and safety should be at the forefront of the minds of all members of staff, both for others and for themselves, as they execute all their duties and for the children of the School and Nursery.

Secondly, members of staff carry at all times a general responsibility for the health and safety of the children. This applies whenever a member of staff is in charge or has a supervisory role of one or more children. Additionally, all members of staff should at all times maintain a high level of alertness and watchfulness concerning the health and safety of all the children of the School and Nursery.

An important further principle is that education and training of the children in health and safety matters are included as part of School and Nursery life and of their programme of education.

Responsibilities

- a. *Senior Responsibilities.* The Proprietor has overall and final responsibility for health and safety of the staff and pupils of the School and Nursery. In execution and review of policy, and in all aspects of the management of health and safety matters, the Proprietor is assisted by the Headmistress/Nursery Director, Nursery Manager and the Bursar. They carry out periodic site inspections with the Site Manager on a termly basis.
- b. *Other Responsibilities.* Part 2 of this policy gives details about how other responsibilities and duties are defined.

General Practice

Health and Safety procedures and practice, and relations to other relevant policies:

- a. *Accidents and Injuries.* In the event of any injury, the staff member in charge should act in accordance with our medical procedures, undertaking first aid and calling for assistance as appropriate, and acting to ensure that all children are safe. All accidents and injuries must be recorded in our Accident Record, in accordance with Health and Safety Executive requirements.
- b. *Medical Care and Safety.* Our medical procedures cover first aid, accident and emergency procedures, routine and preventative care, control of medicines, and all aspects of medical care.
- c. *Other Health and Welfare Policies; Child Protection Policy.* Other relevant policies in this general areas include restraint policy and intimate care policy. Our child protection policy also encompasses areas related to health and safety.
- d. *Catering and Food Safety.* The catering manager is responsible for day-to-day food and catering safety and hygiene, including management of allergens. The catering manager reports to the Bursar, who has overall responsibility for policy and general management.
- e. *Fire Precautions.* Fire safety is covered in the Fire Procedures and Fire Risk Assessment Guidelines. As a summary, procedures for fire and other emergency evacuation are

displayed prominently in all rooms. Fire drills are held regularly (termly at Bronte and at least three times a year at the Nursery) under arrangements made by the Headmistress and Nursery Manager, assisted by the Site Manager, who is responsible for keeping a record of fire drills, response times and any recommendations or action taken. The Site Manager is responsible for the regular monitoring and testing of all fire prevention equipment.

- f. *Off-site Visits and Travel:* Mini buses. Policy and arrangements for (a) off-site visits and travel and (b) mini buses are covered in respective policies.
- g. *Uniform and Clothing:* Staff should ensure that children's uniform were applicable, and sports or other dress, is safe to wear, for any particular event or activity.
- h. *Unpleasant, Aggressive Bullying or Unlawful Behaviour:* Aspects of these areas may relate to health and safety, and are covered in separate policies.

Security, Visitors and Access

- a. *Physical security:* The Site Manager is responsible for the checking and monitoring of the physical security of the premises and its land. This comprises the maintenance of and advice about fences, walls, gates and all physical barriers, and also about alarms systems, keys and access codes.
- b. *Data protection and electronic security:* The Bursar is responsible for data protection. The financial controller is responsible for the monitoring of electronic security and advising on any security enhancement measures which may be appropriate.
- c. *Visitors and Access:* The Headmistress/Nursery Director and Nursery Manager monitors arrangements for visitors and access. The Office Managers oversees arrangements and advises on operation and development. If any member of staff suspects that a person may be on site who is unauthorised, he or she must immediately inform the Headmistress/Nursery Director, Nursery Manager or another senior member of staff.

Health and Safety of Members of Staff

- a. General. Complementing the duties of all members of staff concerning the health and safety of others and of themselves, our duty is to uphold a safe and secure environment for all members of staff and for all those who visit or undertake work at the School and Nursery. The principles and practices given in this policy are applicable equally to all members of staff. The schools' Health & Safety committee meet termly and keep records (that is available to everyone).

- b. *Senior Staff; Reporting:* Senior staff have a duty to uphold a sense of pastoral care for all staff, and should discuss any concerns with the Headmistress/Nursery Director, Nursery Manager, Deputy Head or Bursar. Equally members of staff themselves should approach a senior staff member if they feel their own health or safety is being affected adversely by any aspect of our environment or working conditions. This would include stress at work.
- c. *Staff Handbook, Code of Conduct:* The staff handbook and code of conduct cover policy and practice concerning work and conduct of staff, and include aspects of health and safety.
- d. *Training.* We will at various times provide individual, group or whole staff training in health and safety matters.

Health and Safety Education and Training for Children

- a. *Curriculum and School Life:* The curriculum in all year groups includes health and safety related topics. For example, Lower School geography includes a topic about the work of the police and of fire and rescue services. Teaching about areas such as dangerous situations or hazardous substances is included in, for example science, PE and PSHE. In general School life, for example in play times or in moving around the School or on trips, staff should always teach and instruct about situations of potential hazard or danger. School prefects and play leaders are given training in safety matters. In the Nursery a culture of safety is ingrained in everything that is done.
- b. *Road Safety:* Road safety training is provided in Year 6 as part of a summer term course in safe cycling. At the Nursery opportunities involving crossing roads are used to teach good practice.

Part 2 Policy and Execution; Management

Overall and final responsibility for health and safety practice and policy	Nicholas Clements (Proprietor)	
Responsibility for the execution of this policy, and for good practice in all areas	Emma Wood (Headmistress/Nursery Director) Marie Pike (Nursery Manager)	
Management and Responsibility	Responsibility (the named senior manager has overall responsibility for the particular area)	Action/Arrangements
<i>Risk Assessment</i> Make arrangements for risk assessment, and for communication about risk	Toby Laubach (Deputy Head) Marie Pike (Nursery Manager) Les Butler (Site Manager) Katie Hickmott (School Nurse)	Relevant risk assessments completed recommendations for actions arising out of those assessments communicated as necessary
<i>Health and Safety Education and Training for Staff and Pupils</i> Ensure that all pupils, and parents as necessary, are given guidance about health and safety matters and about any particular health and safety situations which may arise. Provide written health and safety information, instruction, training and supervision to all staff.	Emma Wood (Headmistress) Marie Pike (Nursery Manager) Toby Laubach (Deputy Head) Susan Allison (Bursar) Les Butler (Site Manager)	Inform pupils and parents about any particular health and safety matters which may arise, either at School/Nursery or off-site make arrangements for fire drills provide specialist staff training as required ensure that statutory notices are suitable displayed, and that any other health and safety notices are displayed as appropriate

<i>Management of Key Contractors</i>		Check key contractors to ensure that they have the necessary qualifications, professional designations and child protection checks to undertake work on school or nursery premises. Key contractors are to be issued with "Permit to Work on Premises" forms, which will identify any risks which may be prevalent whilst working in any particular space or area.
<i>Communication and Consultation</i> By means of the operation of the Health and Safety Committee, and by other means as necessary, consult with and ensure that all members of the School community are of aware of and mindful about health and safety matters, Members of the Health & Safety Committee are: Proprietor, Headmistress/Nursery Director, Bursar, Site Manager, Office Manager, School Nurse, Nursery Manager.	Nicholas Clements (Proprietor)	Ensure that the Health and Safety Committee operates effectively to review risks, debrief on any relevant incidents, accidents or injuries and cover any other concerns. Ensure that health and safety is a regular agenda item at appropriate meetings

<p>Emergency Procedures (in cases of fire, gas leak, electrical danger and all other emergency situations). Ensure that emergency equipment and signage is in place, effective, operational, and updated and checked as necessary. All rooms and floors have suitable evacuation in case of fire or other significant incidents (gas leak, electrical fault etc).</p> <p>Fire Marshalls</p>	<p>BRONTE NURSERY</p> <p>-Lindsey Snell(<u>basement</u>) -Emma Campbell(<u>ground floor</u>) -Lauren Hill Ellie Scott(<u>first floor</u>) -Millie Humphrey (<u>second floor</u>)</p>	<p>Susan Allison (Bursar)</p> <p>Les Butler (Site Manager/Fire Officer)</p> <p>Fire Marshalls (see below)</p> <p>BRONTE SCHOOL</p> <p>-Sarah Sutherland(<u>basement</u>) -Rosemary Lippard, Kate Spain, Nikki Botley, (<u>ground floor</u>) -Shisho Basra, Julie Hilditch, (<u>first floor</u>) -Mark Dickins, Anita Ellis (<u>second floor</u>)</p>	<p>Ensure escape routes are well signed and kept clear at all times. Test fire alarms termly or as required; maintain fire drill and fire evacuation records and plans, updating as necessary. Liaise with alarm and fire extinguisher providers. Ensure that all fire and emergency procedure signs are clear and accessible, and that they are regularly checked and updated or upgraded as necessary.</p> <p>Fire Marshalls undergo training every two years via Educare.</p>
<p><i>Routine Maintenance and Cleaning</i></p> <p>Uphold safe, healthy, hygienic and clean working and learning environment and conditions Maintain plant equipment; ensure safe storage and use of hazardous,</p>		<p>Susan Allison (Bursar)</p> <p>Les Butler (Site Manager)</p> <p>Sarah Sutherland (Chef)</p>	<p>Ensure arrangements are in place for annual inspections and testing of equipment and machinery. Ensure that prompt action is taken to address any defects or signs of wear or potential failure Ensure high standards of hygiene and cleanliness. Ensure control of hazardous, and</p>

controlled and other substances, including controlled medicines.		Anita Armstrong-Mawrie (Housekeeper) Nikola Krokova (Cleaning Supervisor)	other substances, including controlled medicines.
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Part 3 Locations, First-aiders, Fire Marshals, Key Contractors

Health and safety law posters		Basement and kitchen
First-aid boxes (Bronte School)		Reception toilets, Year 1, 2, 3, 4, 5 Classrooms, KG room, Orangery, Medical room, Office, Basement kitchen and Site Managers room.
First-aid boxes (Bronte Nursery)		Office, ground floor childrens toilets, kitchen, staff room and all children's rooms.
Accident Book (Bronte School)		Medical room or school office
Accident forms (Bronte Nursery)		All children's rooms and offices have accident forms available, these are then taken to the office to be logged after parental signatures.
First-aiders (Bronte School)		Appointed First-Aiders: Katie Hickmott (School Nurse), Rosemary Lippard, Nicky Mason (School Office) and Paula Smith (School Office). Most Early Years members of staff are trained in pediatric first aid.
First-aiders (Bronte Nursery)		The majority of staff are pediatric first aid trained.
Fire Marshals		See above
<i>Key Contractors</i> Electrical contractor Boiler maintenance Painters and decorators /building maintenance		Thames Electrical (07788 537252) Hadene (01634 673700) Waller's (01795 424435), TPT Construction and Maintenance

Plumbing Play equipment Fire risk assessment Window cleaner Fire extinguishers services, intruder alarm, emergency lights Legionella risk assessors Absestos risk assessors		JC Strickland & Sons Ltd (07889 983622) Outdoorsy Living Ltd (01622) 430006 Fire Action Ltd (01474 873556) Kevin Hollands (01474) 357336 or 07956 311771 IDH Alarms Ltd (01474 363535) Immerse Water Services (0845 468 2183/07479 927131) AJW Asbestos Surveys (01825) 761404
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