



## Health & Safety Policy: School Building

### Purpose of the policy

In accordance with the Health and Safety at Work etc. Act 1974, it is the policy of the trustees of Wildwood Nature School, to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and to protect non-employees such as pupils, visitors, contractors and other persons at the school from injury and ill health arising from any activities undertaken.

In compliance with health and safety legislation and regulations, the trustees and head of school will ensure so far as is reasonably practicable that:

- Adequate resources are made available to enable the effective implementation of this policy and associated procedures
- Advice is sought from competent persons on legal requirements for health and safety and on current best practice
- Those with specific roles and responsibilities for health and safety will be engaged and are competent to successfully undertake their duties
- Arrangements for communicating and consulting with employees and other relevant parties are implemented
- Suitable and sufficient assessments are undertaken and recorded for all activities undertaken by the establishment
- Appropriate risk control measures and safe systems of work are developed and implemented
- Appropriate procedures are adopted to monitor the successful application of this policy and associated procedures

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# 1. Organisational responsibilities

## **The trustees**

The trustees have overall responsibility for health and safety. In consultation with the head of school, the trustees will:

- Nominate a trustee to be responsible for health and safety matters
- Ensure that suitable resources and strategic direction are available to discharge the school's health and safety responsibilities
- Ensure that a Health and Safety Policy and procedures are developed and implemented, following best practice guidance
- Ensure that, where necessary, objectives and actions plans are developed to implement the Health and Safety Policy and associated procedures
- Ensure that there is an appropriate forum where health and safety matters can be discussed and strategic decisions made
- Ensure that health and safety is monitored by the appointed trustee so that legal and best practice requirements are met
- Monitor, via reports, the overall performance of the schools health and safety management system
- Ensure that the school's Health and Safety Policy and management system is reviewed regularly

## **Head of school**

In consultation with the school's senior staff and trustees, the head of school will have day-to-day management responsibility for health and safety and will:

- Implement the requirements of this policy and associated procedures for ensuring compliance with all health and safety legislation within the school
- Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the school
- Appoint persons to assist them with meeting the safety objectives, standards and checks detailed in this policy
- Ensure all school decisions (including new projects, procurement decisions, contractor selection, etc.) fully take into account health and safety considerations
- Ensure that school employees recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management function
- Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety
- Ensure suitable persons are nominated to undertake key health and safety functions within the school and to ensure these individuals are adequately supported and suitably trained
- Ensure that all certification and statutory inspections are kept up to date

## **Site managers**

Wildwood Nature School is a very small school without the resources to appoint a full-time site manager.

The head of school appoints a staff member as 'site manager'. They then have responsibility for the safety of the premises on a daily basis. There may be more than one site manager over the week. Site managers receive training on basic health and safety practices and on fire safety.

They are responsible for the following:

- Notify the head of school of any health and safety concerns and any financial implications identified by the risk Assessment process
- Be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice
- Liaise with and report directly to the head of school on all matters of health and safety
- Establish and maintain safe working procedures and carry out regular health and safety assessments of the activities/premises for which they are responsible, and report to the head of school any defects, which need attention
- Carry out a daily health and safety inspection of the premises in the morning before school starts (see daily checklist)
- Advise the head of school on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

## **Teachers and teaching assistants**

The health and safety of pupils in teaching areas is the responsibility of class teachers and teaching assistants. Class teachers and teaching assistants are expected to:

- Check that teaching areas and equipment is and remains safe and report any defects to the site manager
- Give clear instruction and warnings to pupils, as often as necessary
- Avoid introducing personal items of equipment into school without authorisation from the head of school
- Follow the requirements of the Health and Safety Policy and working procedures
- Complete classroom risk assessments/checklists as instructed by the head of school

## **Visitors and hirers**

The school will seek to ensure that hirers and others who use the school premises, conduct themselves and carry out their operations in full compliance with all statutory and advisory safety requirements.

When the premises are hired to persons outside the employ of the trustees, it will be a condition for all hirers, contractors and others using the school premises or facilities, that they are familiar with this policy, that they comply with all safety directives from the trustees and that they will not, without prior consent from the trustees:

- Introduce equipment for use on the school premises

- Take any action that may create hazards for persons using the premises or the staff and pupils of the school.

Visitors will be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in the school, will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

## 2. Arrangements and procedures

### **Consultation & communication**

The trustees and head of school will involve all staff in the development of health and safety. There will be a regular programme of staff briefing meetings where staff will be consulted on all areas of health and safety.

Copies of the Health and Safety Policy and associated procedures are made available to all staff via the website. The Staff Handbook will also be used to communicate on health and safety matters.

### **Staff learning & development**

All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner.

Staff receive health and safety information during their induction. Regular updates are given as required and relevant information is displayed in the staff room in the main school building.

### **Risk assessing**

The head of school will be responsible for ensuring that suitable and sufficient risk assessments are completed for:

- The premises and outdoor areas
- Playground and outdoor play equipment
- Fire (via external competent person)
- Asbestos
- Legionella (via external competent person)
- Premises security

The Educational visits co-ordinator and group leaders will complete a risk assessment for each school trip. The SEND lead will complete risk assessments for pupils with special needs.

## **Accident reporting and investigation**

All accidents and incidents relating to health and safety are recorded on an accident or incident report form by the staff member concerned. They are passed to the head of school who ensures they are kept on file in an organised fashion.

The head of school and site manager will investigate incidents reported by staff as necessary, depending upon the circumstances of the incident and report findings to the trustees. Where deemed necessary, support will be sought from the outside agencies in investigating the more serious incidents.

## **First aid and medications**

The school will determine through an assessment first aid requirements both for on-site activities and educational visits. The following arrangements are to be followed:

- There will be at least two trained first aiders on site at all times.
- First aid arrangements for off-site educational visits will be determined as part of the trip's risk assessment.
- All staff nominated to provide first aid or paediatric first aid will receive recognised training. Records of staff trained will be maintained.
- Appropriate first aid material, equipment and facilities will be provided and located throughout the premises.
- All equipment will be checked on an annual basis – head of school to ensure this happens.
- First aid arrangements will be made known to staff and pupils.
- Where first aid treatment is given, suitable records will be kept.

The school has developed a separate policy on the administration of medications, based upon good practice guidance from the Government.

## **Educational visits**

The head of school is responsible for reviewing all proposals (from other teaching staff) for educational visits off site to locations not used on a regular basis.

## **Control of contractors**

For non-construction work, the school business manager will undertake the following:

- Identify all aspects of the work that the contractor will be required to do
- Identify any risks associated with the work
- Undertake checks on contractors' competence in terms of health and safety
- Provide any necessary health and safety related information to the contractor
- Ensure that appropriate risk assessments and method statements are prepared by the contractor
- Ensure that sufficient rules and control measures are in place when the work is undertaken
- Ensure that contractors are monitored when on-site

To assist in this process, a separate checklist available from 'School Staff Zone' will be utilised.

### **Construction work**

Where work coming under the requirements of the Construction (Design and Management) Regulations is commissioned by the school, it is recognised that the trustees will be the client and will meet all legal requirements in the above regulations. Advice will be sought from a competent person.

### **Inspections and monitoring**

The trustees monitor health and safety and discuss/resolve issues. The trustees will receive regular reports from the head of school.

The head of school and site managers undertake an inspection of the school every term (see termly checklist). In addition, the nominated health and safety trustee will undertake an inspection every year. All inspections will generate a written report.

### **Premises - Fire safety and emergency management**

The head of school will maintain a Fire Log Book. This will contain details of all training, fire drills, testing of the alarm system, maintenance of fire related equipment etc. The following procedures are adopted:

- All staff will receive basic fire safety instruction and training at induction and then at regular intervals.
- A fire risk assessment is completed by an external competent third party. This is reviewed on an annual basis.
- Based upon the fire risk assessment, a fire detection and alarm system, emergency lighting and fire-fighting equipment will be maintained or repaired as required
- The school business manager will ensure that contractors maintaining equipment are competent to do so
- Procedures for action to take in the event of a fire are developed in the form of a separate *Fire Risk Policy*.
- The site managers will ensure that means of escape are well maintained and safe to use at all times the establishment is occupied

### **Asbestos management**

As a condition of signing the lease for the building, following the results of an asbestos survey in July 2007, the landlord arranged for all asbestos to be removed from the premises in August 2022.

### **Premises and equipment**

- All items of equipment will be identified along with relevant legal compliance requirements.
- A scheme of inspection, testing and maintenance based upon legal requirements and/or best practice will be developed - eg PAT testing for electrical appliances.

- The school business manager will ensure that third party contractors are competent to undertake the necessary inspection, testing and maintenance
- The school business manager will ensure that any remedial work recommended following testing, inspection and maintenance is undertaken
- The trustees will ensure that suitable finances are allocated to inspection, testing and maintenance
- The school business manager will keep suitable records of all testing, inspection and maintenance

The premises will be kept in a state of good repair and efficient working order with particular attention on the following:

- The maintenance and use of appropriate glazing elements throughout the school
- The prevention of slips and trips by keeping flooring, surfaces etc free from faults, obstructions and substances
- Finger traps on doors will be prevented by the use of 'finger guards' where appropriate
- Lighting will be well maintained so as to ensure occupants may observe any hazards and to enable them to undertake work activities safely
- Heating and temperatures will be maintained in accordance with legal requirements.

## **Kitchen**

The risk of accidents or incidents involving the school kitchen will be minimised by the following measures:

- Children are never allowed unsupervised in the kitchen.
- Self-closing mechanism on the kitchen door and door unobstructed, so it is shut at all times
- Child proof opening mechanism on the kitchen door.
- Regular inspections of all equipment in line with the law and best practice.
- Child proof opening mechanisms on all cupboard doors, drawers and fridge/freezer.
- No sharp knives left out – washed and put away straight away after use.
- All kitchen appliances unplugged and put away straight after use.
- Kitchen appliances (including the kettle) to be used away from the edge of work surfaces to prevent accidents.
- Hob cover in place when hob not in use – to be in place asap after use.
- Written policy on COSHH in place and all staff trained on the policy.

## **Premises security**

The school will develop and adopt procedures for managing personal safety risks based upon safe premises, safe procedures and safe people. The following procedures are adopted:

- All points of access and egress to the school will be secured so as to prevent unauthorised access to the school
- The school will ensure that a procedure for the safe collection of pupils is developed and made known to all staff
- All staff will be made aware of the procedures to be followed if they suspect any person to be on the premises without permission

- All persons visiting the school will be required to sign-in and wear an appropriate identification badge
- Visitors to the school who are not DBS cleared will be escorted by a member of staff at all times

### **Health and well-being of staff**

The health and well-being of school staff is deemed essential. The school will adopt the following procedures:

- A policy and procedures on stress management will be adopted based upon best practice
- Where an individual informs the school that they have stress the school will consider this and take appropriate action with the support of LBHF Human Resources and Occupational Health
- The school will ensure that support services and measures are in place for any individual who is suffering from stress

### **Manual handling**

The school does not encourage staff to carry or handle pupils. However, it is recognised that some members of staff may have to handle loads. The following procedures have been adopted:

- All lifting and handling operations that may have to be undertaken will be identified by the site manager
- Where possible the need to lift or handle loads or children will be eliminated by the use of mechanical aids and equipment
- Where manual handling cannot be eliminated, a preliminary assessment will be undertaken
- Where there is a significant risk, a detailed risk assessment will be completed by the school business manager
- The risk from handling will be reduced by adapting the load, task or environment or by providing appropriate lifting or handling aids
- Training to staff members who have to lift or handle loads or children will also be provided if required

### **Pupils with SEN**

All pupils with special educational needs will be identified by the SEND lead who will complete a risk assessment based upon HSE good practice. This will form part of the pupils care plan.

## **3. Curriculum**

### **Outdoor areas**

To ensure the safety of pupils using the outdoor areas,, the school has adopted the following procedures:

- All new equipment/safety surfaces will be designed and installed to the appropriate standards



- Where any new equipment/safety surface is installed, appropriate certification and documentation will be obtained
- The risks associated with play activities will be assessed and appropriate control measures will be adopted
- The school will ensure that there is appropriate levels of supervision for children outside
- All outdoor areas and play equipment will be subject to the regular daily, termly and yearly inspections mentioned above.

### **Extended services**

Any extended services run from the school will be subject to a risk assessment, completed by the manager responsible for the service. All services will be required to follow the schools Health and Safety Policy and the accompanying procedures.

## **4. Health and safety checks**

It is the responsibility of the head of school to maintain health and safety to a high standard and to ensure, working with site managers and work people, that the items on both the daily and termly checklists are completed before any provision takes place at the premises.

### ***Pre-opening checklist***

It is the trustees' responsibility to ensure that all items on both the daily and termly checklists are completed before the school opens.

### ***Daily check***

The site manager is responsible for carrying out a brief check of the premises at the start of the day, before anyone else arrives. The daily checklist lists the items to be checked (see *Appendix 1*).

### ***Termly check***

Once a term, the head of school appoints one of the site managers to carry out a termly check, as per the termly checklist (see *Appendix 2*).

### ***Annual check***

Carried out by the trustee responsible for health and safety.

### **Policy review**

Policy created: October 2022

Last reviewed:

Last modified: April 2024

Next review date: October 2024

## APPENDIX 1 – DAILY SITE SWEEP CHECKLIST FOR SCHOOL PREMISES

<b>General</b>	
	Are floors clear of trailing wires and other trip hazards?
	Have any dangerous appliances, objects or materials/chemicals been left out where the children could access them
<b>Fire</b>	
	Fire doors closed?
	Are fire exits clear? Including rear fire exit - is it clear of bikes?
	Fire exit door handles unblocked and working
<b>Kitchen</b>	
	Are all the locks in place to prevent young people opening lockable kitchen cupboards?
	Is the kitchen door self-closing mechanism working?
	Is the kitchen door child-proof opening mechanism working?
	Has any appliance, sharp knife or any other dangerous object been left out?
<b>Bathrooms</b>	
	Are all toilets and sinks working?
	Does the staff toilet water heater need the pressure releasing
	Is there an adequate supply of soap and hand towels?
	Is the hot water working properly?
<b>Hall</b>	
	Are the heater guards in place and secure?
	Are any folding chairs or tables securely fixed or safe (open or closed)?
	Are there any obvious faults with the treehouses / platforms? I.e. insecure fastenings, split boards. Is the soft flooring underneath them in place?
<b>Lobby</b>	
	Is the visitors book in place and ready for use?
	Is the safeguarding summary clearly displayed in/next to the visitors book?
<b>Outdoor</b>	
	Are the main front door AND the main front gate working properly (opening and closing/locking as they should) ?
	Is there any litter/broken glass/or faeces within the fenced area of the school or just outside the main gate?
	Slip/trip hazards inc ice needed salting

## APPENDIX 2 – TERMLY CHECKLIST

	<i>Actions needed (Tick means checked and none needed.)</i>
<b><i>Movement around the classroom (slips and trips)</i></b>	
Is the internal flooring in a good condition?	
Are there any changes in floor level or type of flooring that need to be visually highlighted to users?	
Are gangways between desks kept clear?	
Are trailing electrical leads/cables prevented wherever possible?	
Is lighting bright enough to allow safe access and exit?	
Are procedures in place to deal with spillages, e.g. water, blood from cuts?	
Are access steps or ramps properly maintained?	
Are access stairs or ramps provided with handrails?	
<b><i>Work at height (falls)</i></b>	
Is there an 'elephant-foot' step stool or stepladder available for use where necessary?	
Is a window-opener provided for opening high-level windows?	
<b><i>Furniture and fixtures</i></b>	
Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?	
Are the indoor treehouses/platforms in good condition and securely fastened? Is the soft flooring underneath them in good condition?	
Is furniture in good repair and suitable for the size of the user, whether adult or child?	
Is portable equipment stable, e.g. a TV set on a suitable trolley?	
Where window restrictors are fitted to upper-floor windows, are they in good working order?	
Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?	
Are all items of furniture, in all rooms, safe for all users and fit for use – carry out general check of all furniture	

<b>Manual handling</b>	
Have trolleys been provided for moving heavy objects, e.g. computers?	
<b>Computers and similar equipment</b>	
Has a workstation assessment been completed for any new workstations?	
Have pupils been advised about good practice when using computers?	
<b>Electrical equipment and services</b>	
Are fixed electrical switches and plug sockets in good repair?	
Are all plugs and cables in good repair?	
Has portable electrical equipment, e.g. laminator, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use?	
Has any damaged electrical equipment been taken out of service or replaced?	
Have the trays below each gas heater been removed and vacuumed?	
<b>Fire and emergencies</b>	
Are all users of the premises aware of the evacuation drill, including arrangements for any vulnerable adults or children?	
Are fire evacuation procedures clearly displayed?	
Is fire-fighting equipment in place in the classroom?	
Is the fire alarm working?	
Has a fire drill been carried out this term?	
<b>Workplace (ventilation and heating)</b>	
Are all heaters working?	
Are all windows in good working order?	
Are blinds in place to prevent the space becoming too hot during heat waves?	
<b>Treehouse platforms</b>	
Are they in good condition with no signs of wear and tear?	
Are the surfaces smooth (not likely to cause splinters)?	
Are the structures still completely sturdy (not wobbly and likely to fall)	
Are any protective measures in good condition and working order?	
Are the bookshelves by the stage firmly attached to the wall?	

