Kenilworth Nursery

&

Whitnash Nursery Schools

Health and Safety Policy

26/27

"Celebrating and Valuing Every Child's Uniqueness"

Date Written: September 2026

Review Date: September 2027

Committee Responsible: Governing Board, Chair Alison Paveley

Lead Responsibility: Executive Headteacher, Rachel Barber

Introduction

All schools' employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how Kenilworth & Whitnash Nursery Schools will manage occupational health and safety.

1. Statement of Intent

Kenilworth & Whitnash Nursery Schools recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare, and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff, and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is to prevent occupational accidents, incidents, and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable Kenilworth & Whitnash Nursery Schools to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees.
- Having an occupational health and safety management system which sets clear health and safety standards, roles, and responsibilities.
- Identifying significant risks to health, safety, and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks.
- Promoting the principles of sensible and proportionate risk management.
- Having a competent workforce through the provision of information, instruction, training, and supervision.
- Effectively communicating, consulting, and cooperating with employees on all relevant health and safety matters.
- Providing a safe and healthy place to work.
- Providing access to competent health and safety advice, guidance, and support.
- Requiring our contractors to cooperate with us.
- Ensuring resources are available to ensure the successful management and implementation of health, safety, and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees, and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school, documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Identifying, assessing, and either eliminating, reducing, or managing the risks that arise from activities, processes, or operations through the risk assessment process. Monitor our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

Signed	Ratified
Name: Rachel Barber	Name: Alison Paveley
Executive Headteacher	**Chair of Governors**
Date: October 2026	Date: November 2026

2. Organisation

This policy establishes our school's occupational health and safety management system.
It describes how we will plan, organise, implement, monitor, review, and audit our health and safety practices. While legal compliance is the minimum standard Kenilworth & Whitnash Nursery aims to meet, our health and safety management framework will seek to achieve higher standards and best practices wherever possible, ensuring continuous improvement.

2.1 Health & Safety Roles and Responsibilities

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety become fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Governing Body and Executive Headteacher with support from all staff.

2.2 Chair of Governors and Governing Body

The Chair of Governors and Governing Body has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision-making process.
- Maintaining awareness and attention on significant health and safety issues.
- Ensuring the school has appointed competent individuals to provide health and safety assistance and advice for implementing measures that meet legal requirements.
- Ensuring decisions comply with health and safety legislation and this policy. Promoting a positive health and safety culture.
- Ensuring that adequate resources are provided to effectively manage health and safety and comply with all relevant statutes.
- Ensuring health and safety matters are considered and accounted for when making organisational decisions.

The Governing Body will delegate much of the day-to-day health and safety monitoring, reviewing, and auditing of health and safety to the Executive Headteacher.

2.3 Executive Headteacher

The Executive Headteacher (Rachel Barber) has been appointed by the Governing Body as the '**Responsible Person'** for health and safety within the school. However, when the Headteacher is not on site, the Assistant Headteachers, Donna O'Brien (KNS) and Laura McCarthy (WNS) take over as the 'Responsible Person'

The Executive Headteacher/Assistant Head is responsible for ensuring effective health and safety in the school. They must make sure all employees understand and are accountable for their health and safety duties The Executive Headteacher/Assistant Head can delegate responsibilities to specific employees but must ensure those employees are competent and understand their duties. The Executive Headteacher/Assistant Head will still be accountable for those activities. If the Executive Headteacher/Assistant Head delegates operational responsibilities, they must ensure those individuals are competent and understand their duties.

The Executive Headteacher/Assistant Head will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Ensure health and safety is adequately and properly considered by all employees within the school. Attend relevant health and safety management or leadership training as needed, and complete any required refresher training, when necessary.
- Present a termly report to the Governing Body on the health and safety performance of the school

    - Monitoring of Health and Safety to include:
        - Auditing
        - Inspection
        - Accident recording and investigation
        - Review of performance
        - Training
- Monitor and address major risks in the school, ensuring they are thoroughly assessed, controlled, and managed through effective risk management. Ensure that health, safety, welfare, and wellbeing issues are fully considered and addressed when making decisions or planning new projects. Ensure that adequate health and safety communication channels exist within their area of control.
- Ensure that adequate resources are provided to maintain health, safety, and welfare, and manage these resources on a risk priority basis.
- Ensure that procedures *are in place* and effectively implemented to identify and provide the necessary information, instruction, training, and supervision for maintaining health and safety
- Ensure procedures are established for reporting and recording accidents, incidents, and near misses, and that investigations are conducted and appropriate actions are taken to prevent recurrence within the required timeframes. Review and monitor accidents and incident statistics to identify trends and high-risk areas. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety, and wellbeing improvement;
- Ensure that senior leaders and all employees (including agency staff) are made aware of, understand, and accept their individual health and safety responsibilities, and are adequately trained fulfil these duties.
- Collaborate with staff to monitor and review health and safety targets and priorities in line with the overall school objectives, and ensure that adequate resources are provided to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored, and reviewed at least annually.

- Ensure that the competent health and safety person is consulted, along with employees' representatives, prior to changes in working practices.
- Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; as well as immediately notified of any involvement by the Health and Safety Executive (HSE). Additionally, if the Governing Body has assigned responsibility to the Executive Headteacher/Assistant Head, ensure that they respond promptly to any legal notices received from the HSE or other enforcing bodies.
- Ensure that formal health and safety workplace inspections and audits are undertaken, and appropriate action implemented.
- Ensure consultation takes place between managers from other employers, organisations, and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Leadership (i.e. Assistant Headteachers and the School Business Manager)

All senior leaders are responsible for managing health and safety in their area of responsibility.

In general, all senior leadership must:

- Comply with the school's health and safety policy and any relevant departmental policies if applicable;
- Ensure that risk assessments are undertaken and recorded for activities and processes. Risk assessments must identify significant risks and establish controls that will eliminate the risk or reduce it to the lowest possible level through, sensible and proportionate risk management.
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work and arrangements in place.
- Provide and maintain healthy and safe working conditions, equipment, access and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment.
- Ensure arrangements are in place for the health and safety of agency workers (as the host employer) and for volunteers. This includes detailing the responsibilities of both the host employer and the agency.
- Ensure that relevant information, instruction, training, and supervision programmes are in place, maintained and monitored to help ensure all employees are competent.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated as necessary and take appropriate action to prevent a recurrence.
- Monitor the activities of contractors and others in your area and raise any concerns with the appropriate person promptly. Support all employees in fulfilling their responsibilities and encourage them to work with senior leadership to promote a positive health and safety culture.
- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document the safety of the work environment and identify necessary actions.
- Ensure that communication channels are in place to keep employees informed and updated on health and safety matters as needed.
- Take appropriate action following external audits and inspections.
- Consult and seek competent advice where necessary.

2.5 Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy the term 'employees' includes work placement and experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, for example Head of Department, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care while at work to ensure that they do not endanger themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or relevant authorities (senior leader) regarding health and safety duties. Follow all relevant arrangements, instructions, control measures, training, procedures (both written and verbal) to protect their own and other's health and safety. Additionally consult with leaders or the office manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety, and welfare (such as safety equipment and/or protective clothing).
- Check that any equipment used at work are in a safe condition before use. Familiarise themselves with all relevant processes and use them only as advised. Report any defects, loss, or damage to the school office manager.
- Immediately inform senior leadership of any work situation that might present a serious or imminent danger to themselves or others, or any other issues in the health and safety arrangements.
- Be aware of their capabilities and competence, both physically and mentally and inform a leader if they feel unable to continue with their duties.
- Always behave appropriately in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising, or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and personal protective equipment that is provided.
- Report all work related accidents, incidents (including incidents of violence, diseases, and dangerous occurrence) and near misses.
- Be familiar with all relevant health and safety policies, procedures, risk assessments and other documentation, applicable to them and their work. Follow all provided induction, information, instruction and training, whether verbal or written.
- Be aware of the first aid provision.
- Understand the fire and emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Participate in health and safety training and development as required.
- Cooperate with health surveillance programmes and other control strategies to protect their health and wellbeing, as required.
- Lead by example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflect Kenilworth & Whitnash Nursery Schools Behaviour and Relationships Policy and in particular are expected to:

- Take reasonable care for their own health and safety and that of their peers, teachers, support staff and any other person that may be at school.
- Follow all health and safety instructions given and cooperate with teaching and support staff.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety, and welfare.
- Report any health and safety concerns that they may have, to a teacher or other member of school staff

The ‘Arrangements’ section of your health and safety policy outlines your site-specific arrangements to establish, monitor and review measures needed to meet health and safety requirements.

Schools may wish to include any of the following headings; the list is not exhaustive and not all headings will be required for all schools. Questions have been included under each heading to assist schools with the information they may want to include.

Reference to other school policies and procedures should be included within your arrangements and signpost to where any other health and safety information, such as risk assessments, method statements, safe systems of work, or other health and safety resources can be found e.g. shared drive, staffroom, office or HSE website, Department for Education (DfE) website, etc.

It is good practice to use job titles rather than actual names (wherever possible) to remove the need to update the document when staff move or leave.

3. Arrangements

The following arrangements have been adopted to ensure Kenilworth & Whitnash Nursery Schools fulfils its responsibilities and provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site.

Topic	Action/Arrangements	Responsibility of:
Setting health and safety objectives	The Governing Body will specifically review progress of health and safety at the termly Governor meeting; this may be included as part of the Executive Head’s report to Governors. Where necessary, health and safety improvements will be identified and included within a school action plan.	**Governing Body** **Executive Headteacher**
Consultation: Provision of an effective joint consultative process with employees	The school’s Governing Body collectively meet once per term and review Health and safety termly to ensure that all concerns are considered and addressed with a clear action plan, identified/delegated responsibilities and target completion dates.	**Governing Body**

Topic	Action/Arrangements	Responsibility of:
Consultation: Employees	Governing Body should consider and ask of the leadership team: • *How staff raise issues of concern or make suggestions for health and safety improvements, e.g. staff meetings, suggestion schemes, trade union involvement etc.?* • *Where is the Health and Safety Law poster situated?* Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces (HSG263) HSE Consulting employees on health and safety: A brief guide to the law (INDG232)	**Governing Body- delegated to leadership team**
Consultation: Trade Unions	Consider if a trade union H&S rep is appointed on site: • Who is responsible for informing and consulting "in good time" with Trade Union and Employee Health and Safety Representatives? • Who is responsible for ensuring that Trade Union and Employee Health and Safety Representatives are consulted and informed of new health and safety information for school? Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces HSE Consulting employees on health and safety: A brief guide to the law	**Executive Headteacher**
Consultation: Involvement of pupils	Children are involved in general learning about health and safety & take part in looking at the safety and security of the school. They are involved in site walks, dynamic risk assessments and talking about the fire and emergency procedures in school.	**Executive headteacher and all staff**

Topic	Action/Arrangements	Responsibility of:
Communication: Establishing adequate channels	*Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:* • Governing Body Meetings • Senior leadership, DSLs, Supervision and staff meetings • Provision of information relating to safe systems of work and risk assessments • Staff briefings • Staff training days • Communication of health and safety bulletins/press releases from WES Health and Safety, HSE, Fire Service, etc. • Communications with other relevant specialist advisors	**Governing Body& Executive Headteacher**
Competencies: Provision of effective health and safety training	The Governing Body via the Executive Head will annually review health and safety training, in line with the school's health and *safety training matrix focusing on mandatory training as a priority.* The Assistant Headteacher is responsible for conducting and recording inductions with new staff, including volunteers, agency workers and contract workers. This may be delegated to Office Managers if agency staff are arriving after the school day begins. The Executive Headteacher is responsible for ensuring certain competencies are met alongside the appropriate roles. They may request the SBM or office manager book training for individuals who require additional training beyond the collective annual training provided. The Executive Headteacher will link with the office manager to organise refresher training Records of training will be kept in the staff training file which will be secured in the school office. Reference links: *HSE Brief guide to health and safety training*.	**Governing Body& Executive Headteacher**

Topic	Action/Arrangements	Responsibility of:
Competencies: Risk assessment	All leads and staff members and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings, ensuring they are recorded and control measures are implemented.	**Governing Body & Executive Headteacher**
Competencies: Specialist advice and support	Specialist competent advice and support will be obtained from the Executive Headteacher or Assistant Headteacher, as required. *See HSE Information on the law and specialist help.*	**Governing Body & Executive Headteacher**
Monitoring, Measuring and Reviewing Performance and Auditing: Measuring and monitoring performance	*To determine whether health and safety requirements are being achieved it is necessary to measure performance against predetermined plans and objectives. This will be achieved by implementing the following:* Consider: • health and safety audit by an external contractor with an accompanying action plan (frequency dependent on risk) • Termly updates on the progress of audit and other action plans, i.e. water hygiene assessment, fire risk assessment Reference links: *DfE Governance handbook and competency framework* *HSE Leadership Role*	**Governing Body & Executive Headteacher**
Monitoring, Measuring and Reviewing Performance and Auditing: Auditing	*Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and drawing up plans for corrective action. The Nursery Schools recognise that auditing needs to take place at a local level.* The auditing process will review and establish whether: • Appropriate management arrangements are in place. • Adequate risk control systems/strategies are in place for the associated risks.	**Governing Body& Executive Headteacher**

Topic	Action/Arrangements	Responsibility of:
	• Those control strategies are being implemented. Other auditing regimes from external agencies may be undertaken, with or without notice, as appropriate.	
Monitoring, Measuring and Reviewing Performance and Auditing: Reviewing performance	*To review performance, all of the information gathered from monitoring and auditing activities needs to be examined. This enables the Governing Body to ensure that our health and safety management system is working effectively and that our policy objectives are being achieved.* The Nursery Schools will continually review and update our policies when there are: • Changes to legislation, British Standards, Approved Codes of Practice, or relevant industry guidance • Changes in organisational structure, process, activities and/or equipment. • Lessons learnt/actions resulting from the findings of an incident investigation or audit. • Lessons learnt from a national or regional incident.	**Governing Body & Executive Headteacher**

Topic	Action/Arrangements	Responsibility of:
Accidents, incident and near misses: involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	*Detail the following:* • Note employer standards/requirements • Minor accidents, incidents and near misses recorded via the online WCC system • Major or more serious accidents recorded on the online system and then reportable to the HSE, WCC H&S officers support with this reporting. • When major and more serious accidents occur the Executive Headteacher and Chair of Governors must be informed, they will ensure the accident has been reported via the WCC online system. • The Executive Headteacher is responsible for reporting accidents/incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) and will liaise with the WCC H&S Officer to ensure this occurs appropriately • The lead on site is responsible for completing investigations following minor incidents or near misses • The Executive Headteacher is responsible for completing investigations following major and serious accidents/incidents. • Parents / guardians or other persons are notified of accidents involving pupils via a telephone call or accident reporting slip. Any head bump injuries are reported to parents via a phone call as soon as possible. • Relevant notifications made to parents/carers – telephone / accident slip. • Assistant Headteachers are responsible for accident analysis that is then shared with the EHT who will take any appropriate action necessary to prevent recurrences. Reference links: HSE RIDDOR - General HSE RIDDOR School specific DfE Guidance on first aid for schools	**Executive Headteacher & Leads on site**
Asbestos management	*The duty to manage asbestos is a legal requirement under the Control of Asbestos Regulations 2012 (Regulation 4).*	**EHT & SBM & Office Managers**

Topic	Action/Arrangements	Responsibility of:
	It applies to the owners and occupiers of commercial premises who have responsibility for maintenance and repair activities. In addition to these responsibilities, they also have a duty to assess the presence and condition of any asbestos-containing materials. If asbestos is present, or is presumed to be present, then it must be managed appropriately. • The schools Asbestos Management Plan (AMP) where up to date information regarding asbestos is available on the Atlas system and is printed every 6 months for use with visitors. • The Site Responsible Person (Executive Headteacher) receives asbestos management training via the WCC online training offer. • Asbestos awareness training supports the identification of possible asbestos, this is available on the learning Hub. • If asbestos is disturbed, the AMP should clarify where this may happen, WCC asbestos guidance information should be followed and the flow chart of what to do can be found on Atlas web, via the asbestos button. • The Asbestos Register (part of the AMP and Atlas Web) is referred to prior to any intrusive work being carried out by a contractor, member of staff or other. • The school asbestos survey is purchased via the indemnity service. • Staff are informed of the location of any asbestos on site and the correct procedures for managing it safely (communication is set out in the AMP) • Contractors asked to sign to say they have seen the relevant asbestos information for the site. Reference links: HSE FAQ's - Schools HSE Managing Asbestos in Buildings HSE L143 - Managing and working with asbestos - Approved Code of Practice DfE Asbestos Management in Schools	

Topic	Action/Arrangements	Responsibility of:
Contractors, selection, and management of contractors	The Executive Headteacher and Office Managers are Site Responsible Person for managing contractors and detail relevant qualification or competency • The local arrangements for induction of contractors, exchange of health and safety information, agreeing safe working arrangements before work starts etc are obtaining a schedule of works and a risk assessment. • All staff should report any concerns to about safe working practices of contractors to the school lead on site.	**EHT & Office Managers**
Control of Substances Hazardous to Health (COSHH) SP up to here checking links.	*For information COSHH does not cover/include explosive or radioactive substances, asbestos or lead.* • The COSHH file is kept in the office, it is updated by the caretaker, working with the officer manager. • The office/business manager is responsible for obtaining safety data sheets (SDS) and carrying out risk assessments for hazardous substances in liaison with the senior leadership team. • COSHH products are controlled on site e.g. all products purchased through a central point (ESPO), staff are informed not to bring products in from home etc. • Staff receive e.g. caretaker seminars, Health and Safety Awareness etc • Decanted substances are clearly labelled with product information and dilution rates • Disposal procedures for waste are in place; there are commissioned collections for soiled nappies Reference links: HSE Working with substances hazardous to health: A brief guide to COSHH HSE Control of substances hazardous to health: Approved Code of Practice and Guidance	**EHT, Office Managers & Caretaker**
Defect Reporting	• All staff are responsible for taking unsafe equipment out of use • Everyone can report defects via a defect reporting book in the front office area. • Defect “out of use” labels/signs used	**All staff** **EHT & SBM & Office Managers oversight**

Topic	Action/Arrangements	Responsibility of:
	• Defect reporting records are kept for 5 years, they can be scanned and kept electronically	
Display screen equipment (DSE)	*Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens, laptops and those used in emerging technologies such as touchscreens and other similar devices.* • Staff receive annual training on the safe use of DSE • DSE "users" are identified as regular users who have a role linked to a workstation for its completion. Laptop users are less frequent but also asked to read guidance. • DSE users informed of their entitlements to eyesight tests and help towards glasses for DSE work annually as part of the training. • DSE self-assessment forms are shared by the SBM to staff recognised as regular users e.g. ensuring they are completed, actioned, and reviewed etc. • Staff can book their own eye tests and inform school if spectacles are needed for DSE Reference links: HSE Work with display screen equipment: Guidance on regulations HSE Working with DSE: A brief guide	**EHT & SBM & Office Managers**
Drinks (managing hot drinks)	Staff will have access to hot drink making facilities during breaks and lunch times. However, to minimise risk of burns amongst children and staff, hot drinks must not be consumed in the Nursery environment or around children. Staff must consume hot drinks during their lunch or break time away from the children and classroom.	**All Staff**
Driving at work: use of personal cars, minibuses and transporting children etc.	*Road traffic legislation imposes specific requirements on employers in respect of vehicle use and maintenance, but employers also have responsibility under health and safety legislation to ensure so far as reasonably practicable the health and safety of their employees and others who may be affected by their work activities. This includes the activity of driving on public roads.* • The SBM and EHT undertake checks of driver and vehicle documentation as the staff should inform if they intend to use their car for a work purpose.	**EHT & SBM**

Topic	Action/Arrangements	Responsibility of:
	Reference links: HSE Driving Safely for Work DfE Driving school minibuses – advice for schools and local authorities.	
Electricity	• The Office Manager is responsible for ensuring hardwiring checks are carried out (this should be every five years). • Portable appliances are tested (PAT) annually via a commission by Terry Hawkins • PAT is carried out to HSE standards • PAT registers are kept in the H&S log book • All staff are expected to conduct pre-use visual checks on electrical items to identity defects Reference links: HSE Electricity at work: Safe working practices HSE Electrical safety and you: A brief guide	**SBM, Office manager and all staff**
Emergency Planning: dealing with health and safety emergencies – procedures and contacts	• The Executive Headteacher and Governing Body are responsible for undertaking and reviewing emergency plans for foreseeable incidents (plans for evacuation, invacuation, terrorism, and lockdowns should be in place.) • The school should have a business continuity plan	**EHT and Governing Board**
Fire safety	Both schools have a current Fire Risk Assessment and emergency plan (This is updated every 3 years or at any point of building change) - The Office manager in collaboration with the EHT is responsible for keeping fire precaution manual up to date. It is held in the school office. - Inspection and maintenance of fire exits and escape routes to ensure they are kept clear at all times is part of the caretaker/lead on sites role but all staff also hold a responsibility.	**EHT and other relevant staff, including the caretaker and SBM (commissioned services)**

Topic	Action/Arrangements	Responsibility of:
	- The Fire Evacuation Notices around the school site will be updated in response to staff changes or further advice following emergency evacuations. - Weekly testing of fire alarms and visual checks of fire extinguishers are carried out and recorded by the caretaker. - Monthly testing of emergency lighting and fire door closures are carried out and recorded by the caretaker. - Yearly inspection and maintenance of fire extinguishers is commissioned via the WES indemnity service - Six monthly inspections and maintenance of the fire alarm and emergency lighting systems are commissioned via the WES indemnity service. The EHT is responsible for undertaking and reviewing the fire risk assessment and it is kept in the fire log folder in the main office, the hard copy should be written upon and then the Office manager should transfer any actions onto the Atlas online version. The EHT, AHT and office manager can work collaboratively to update the fire evacuation plan in response to any changes in process or the cohort needs. The EHT or lead on site is responsible for co-ordinating evacuations and is identified by staff and emergency services by wearing a high visibility vest during evacuations. • **The office manager *calls the emergency services*.** • **The room leads take registers to assembly point**. • **The lead on site meets the fire service on arrival.** Fire drills take place termly. At Whitnash Nursery, there are two assembly points, one at the front of the building on the green and one at the rear evacuation gate and then when in full evacuation in the rear carpark area.	

Topic	Action/Arrangements	Responsibility of:
	At Kenilworth Nursery, the main assembly point is out the side gate from the Blueprints entrance and into the car park. For staff and children towards the front of the Nursery building, the assembly point is out the main entrance and gather in the front garden. At both sites, children with SEND or mobility difficulties have individual PEEPs written where necessary All staff will receive annual refresher training on their responsibilities during evacuation, maintaining appropriate adult supervision throughout evacuation. Reference links: HM Government - Fire safety risk assessment: educational premises	

First aid, medication and supporting pupils at school with medical conditions (see also KNS & WNS Allergy Policy & First Aid and Medicine Administration policy)	*Regulations require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, HSE strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them. Schools should have a separate policy in place to support pupils with medical conditions. This is a statutory requirement see* ***Supporting Pupils at School with Medical Conditions*** • First aid needs are assessed as part of an ongoing process and as needs arise, Health Care Plans are completed, medicine permission forms are completed or risk assessments take place, e.g. maternity. • The First Aider details are displayed in the school reception areas • The EHT in collaboration with the SBM and office managers are responsible for identifying and organising refresher training. • First Aid kits are kept (in the kitchen or bathroom area) and lead first aider (Emma Fleming/Emily Clemett) are responsible for replenishing them. • Parents are called to accompany children to hospital or a key person may accompany alongside paramedics in an emergency situation. • All key staff have paediatric first aid training for a cover situation if a first aider were off ill. • The school policy on administering medication requires a signed medication form with parents detailing times and dates and duration of expected medication. The medication must be prescribed and have the child's name and dose of medication detailed. • Staff receive annual training or in response to a specific medical need, e.g. EpiPen, anaphylaxis training, epilepsy awareness etc. • Medicine is stored in a fridge in the staff kitchen area or a locked medicine cabinet on the wall of the kitchen/bathroom. Occasionally it is carried alongside a child in a 'bumbag' worn by a TA. • All medicines are marked with pupil details, photo recognition sheets regarding allergies are also posted in staff areas (kitchens)	**EHT and other relevant staff, including the first aider at work (Office Manager)**

	• Two members of staff sign to witness what dose has been given to pupils. Reference links: Connect for Health – Warwickshire School Nursing Service HSE First aid at work: Guidance on Regulations HSE First aid at work: Your questions answered DfE Guidance on first aid for schools DfE Supporting pupils at school with medical conditions: Statutory guidance	

Topic	Action/Arrangements	Responsibility of:
Glass and glazing including window restrictors where applicable	*Schools must ensure the safe management of all glass and glazing products. Window restrictors are required in schools where people who are vulnerable to the risk of falling, have access to windows, and the windows are at such a height where anybody falling out of them is at risk of sustaining a serious injury.* • The schools have a glazing survey, undertaken by a competent contractor to determine the level of risk for all glazing installations, both internally and externally. This takes the form of a risk assessment to demonstrate compliance. This is accessed through Atlas Web. • Where risk assessment identifies the risk of falling against or through glazing, the provision of suitable safety film and replacement with safety glass has taken place. • The EHT is responsible for keeping the risk assessment up-to-date following an incident or significant change in building usage/activities that increases the risk of falls to vulnerable people	**EHT and SBM (when commission required)**
Housekeeping, cleaning, and waste disposal	• Arrangements to ensure premises are kept clean to minimise accumulation of rubbish. This can include clearance process as older equipment or older storage files accumulate. Confidential shredding service is in place and the school collects up to 10 bags cyclically. • WNS & KNS have a sharps box to collect and dispose of glass and other sharp objects including needles which are then taken to a local chemist for disposal. • Arrangements for security/location of external waste bins ensure they are at least 10 feet from the building at WNS and are in a locked side access space at KNS. • Arrangements for disposal of hazardous waste such as fluorescent tubes are with the WDC waste disposal service, and computers are collected by a confidential school disposal service.	
Infection control	View WCC specific Infection Prevention and Control standards/guidance for early years providers. Reference links:	**EHT**

Topic	Action/Arrangements	Responsibility of:
	DfE Preventing and controlling infections Health protection in education and childcare settings – Guidance WCC Connect for Health	
Lone Working/ Personal Safety	• Lone working is discouraged wherever possible due to potential risks involved but it is acknowledged that the EHT, caretaker and cleaners may on occasion be subject to lone working arrangements. • Staff who may work alone will have read the lone working guidance produced by WCC. • The safe working practices and rules for staff who work alone e.g. include always carrying mobile phones, a buddy system, relevant information on medical conditions they may have and medication they may be taking that you need to be aware of, what to do and who to contact in an emergency and keeping in touch arrangements via a small WhatsApp group. • Risk assessments have been carried out and shared with staff. • The wellbeing of staff who work alone is considered and leaders check in and consider any measures that may be required to support their safety and mental health. • Motion sensor light to be installed at Whitnash for locking up in the dark Reference links: HSE Working alone: Health and safety guidance on the risks of lone working Suzy Lamplugh Trust	**EHT, Caretaker**
Maintenance/Inspection of Equipment	Maintenance and, where necessary, examination and testing of equipment such as electrical equipment, gas appliances and glazing safety. • Arrangements are in place for servicing, maintenance and inspection of plant and heating equipment e.g. via WES Service Contracts, using WES Health and Safety contractors. • Records are kept in the school health and safety log in the school office areas. Reference links:	**EHT, SBM and Office managers**

Topic	Action/Arrangements	Responsibility of:
	HSE Safe use of work equipment: Approved Code of Practice and guidance HSE Using work equipment safely	
Moving and Handling People *(note this is not related to the use of force and physical intervention in schools – this is covered under Reasonable force and restrictive intervention Policies)*	There can be children who have medical conditions who have moving and handling needs. Where this is the case: • Every individual child with handling needs has a written Handling Risk Assessment and Moving and Handling Plan. • The SENDCo completes individual risk assessments to identify precautions to minimise manual handling tasks • Staff receive specific manual handling training as required from the EYIS specialist teacher, Emma Clarke	**EHT and SENDCO**
Moving and Handling Inanimate Objects	All employees are expected to: • Assess the load before attempting to lift or move it. • Use safe lifting techniques at all times. • Seek assistance when loads are too heavy, bulky or awkward or use a sack trolley. • Report any concerns regarding manual handling risks to their line manager. • Report injuries, accidents or near misses relating to manual handling. Manual handling incidents will be recorded and investigated. The Headteacher and Site Manager/Caretaker will monitor manual handling practices through regular workplace inspections and risk assessment reviews.	**EHT/Caretaker**
Nappy Changing and intimate care	See the school 'Intimate Care Policy' for further details on the following: safe changing procedures hand hygiene PPE disposal of nappies cleaning/changing surfaces	**All staff involved in providing intimate care**

Topic	Action/Arrangements	Responsibility of:
	infection control staff ratios/supervision individual intimate care plans where necessary safeguarding considerations children who require additional support what happens if a child refuses changing managing bodily fluids Reference link: https://api.warwickshire.gov.uk/documents/WCCC-505288705-814	
New and expectant mothers	• The school has specific arrangements for new and expectant members of staff e.g. staff inform the SBM and EHT when they are pregnant and a risk assessment is completed. They are then asked to update this as the pregnancy progresses. Reference links: HSE Information on New and Expectant Mothers HSE Infection risks to new and expectant mothers in the workplace: A brief guide	**EHT and SBM**
Offsite and Educational Visits including residential visits and any school-led adventure activities	Kenilworth & Whitnash Nursery School will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate that they are taking reasonable steps to manage risks. • The EHT is the Educational Visits Advisor (EVA) and has received recent training • When planning school trips risk assessments are completed. • The EHT works with key persons and AHTs to be responsible for carrying out risk assessments before visits. • Parental authorisation is collected prior to the trip. Emergency contact lists are taken for each child on the trip, vulnerable children on the trip have their parents invited to attend with them so they be included. A first aid kit is taken to planned as available on site.	**EHT and SLT team.**

Topic	Action/Arrangements	Responsibility of:
	• Also refer to OEAP Guidance. Reference links: Outdoor Education Advisors Panel (OEAP)	
Outdoor Play Equipment	• Formal inspections of equipment and commissioned via the WES service and happen annually. • All staff carry out pre-use/daily visual inspections on outdoor play equipment and defects are recorded to the office manager, who will make a note in the defect reporting book. Any unsafe or slippery equipment will be tapped off and/or taken out of use. • All relevant staff should be made aware of any relevant Risk Assessments	**EHT, SBM (commissioning) and all staff using the play areas.**
Personal Protective Equipment	• Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through a risk assessment, this is likely to include gloves and aprons for changing children. • The competent person responsible for selecting equipment is the Office manager who places the repeat orders. Reference links: HSE Personal protective equipment (PPE) at work	**Office manager & staff**
Physical intervention	e school follows the Department for Education's guidance on the use of reasonable force to train pupils. e Staff Code of Policy for further details - a record of any occasion where physical intervention used via CPOMs and parents and/ or carers will be informed on the same day, or as soon as sonably practicable. Reference links: DfE Use of reasonable force: Advice for head teachers, staff and governing bodies	**EHT**

Topic	Action/Arrangements	Responsibility of:
Public Events	Arrangements for PACT days and PTA events: • The EHT and/or event organiser are responsible for undertaking risk assessments for the events. • They are responsible for liaising relevant outside agencies • They will be responsible for emergency evacuation for the event • They will assess and manage accessibility issues • They are then responsible for site access • Details of any health and safety consultants if needed. Reference links: HSE Event safety microsite	**Site Responsible person**
Ratios (staff:child)	The EHT and AHT have responsibility in making sure current EYFS staff:child ratio requirements are adhered to at all times. These are currently: • under 2s – 1:3 • 2-year-olds – 1:5 • 3–4-year-olds – 1:13 where the school teacher conditions are met (EYFS, 2026)	**EHT & AHT – Lead on site**
Risk Assessments (on – site)	• The EHT has overall responsibility for ensuring risk assessments are carried out for work activities, processes and operations at the school • The EHT is responsible for making staff aware of any risk assessments relating to the activities they undertake • The EHT is responsible for reviewing risk assessments but can delegate to leads on site who are implementing the activities or when significant changes occur or yearly as a minimum • Ensure systems are in place to monitor and update risk assessments. • Risk assessments are kept in the office in the risk assessment file/and can be found on the admin shared drive online	**EHT**

Topic	Action/Arrangements	Responsibility of:
	• WES Health and Safety templates and models are used for risk assessments. Reference links: HSE Risk assessment: A brief guide to controlling risks in the workplace	
Safer Eating (See Safer Eating Policy for more details)	All staff understand their shared responsibility in maintaining safe eating practices. Each Key Person is accountable for checking the safety of food provided to the children in their care, ensuring individual dietary needs are met. These needs may include allergies, intolerances, cultural or religious requirements and medical conditions. Any staff responsible for supervising children who are eating will be Paediatric First Aid trained. All staff to be fully aware of children's dietary requirements and all staff have been trained in allergy awareness, epi-pen administration and food safety procedures, fostering a culture of vigilance and care during all mealtimes. Staff will ensure: • children seated appropriately while eating • active adult supervision • children not eating while walking/running • food prepared according to children's developmental needs – a guide to this is displayed in the food preparation area • identification of choking hazards • appropriate management of grapes, cherry tomatoes, sausages, popcorn, nuts etc. • staff knowledge of choking first aid – First Aid training log is regularly updated • allergy information – collection of this information on the home visit • individual dietary requirements • food brought from home • recording/responding to choking incidents • parent notification • review of risk assessments following an incident.	**EHT overall responsibility but AHT and Key persons must be knowledgeable about the children in their care.**

Topic	Action/Arrangements	Responsibility of:
Security	Reference links: *DfE School and College Security Guidance*	**Caretaker, Site Responsible Person, Lead on site**
Smoking	The school site including the grounds are all non-smoking for all users at all times. See Staff Code of Conduct for further details	**All staff on site**
Sleep (See Safer Sleep Policy)	When required, we provide a safe sleep environment to prioritise and support children's wellbeing. Our practise and procedures are informed by the latest government safety guidance (Sept 26) We also follow the NHS advice on safety of sleeping children and the Lullaby Trust Safe Sleep Awareness: Guidance for Early Years Settings and A guide for professionals. • Sleep spaces must only contain firm, flat, waterproof mattress and lightweight bedding which is firmly tucked in around the child below their shoulders to prevent head covering. • Where blankets are used, the child must be placed feet-to-foot at the bottom, with blankets tucked in. Each child will have their own dedicated blanket for the week, after which it will be washed. • Children should not get too hot or cold. The recommended room temperature for is 16 – 20˚C. • Children's heads must not be covered. • All children must be frequently checked when sleeping. • Children must always be within sight and hearing of staff when sleeping.	**Key persons**
Work-related stress and mental wellbeing	There is a school specific 'Management of Work-Related Stress/Wellbeing Policy.' The toolkit is available on Governor Hub which includes a template. • Staff should speak to a line manager who will refer to the EHT if they are experiencing any problems.	

Topic	Action/Arrangements	Responsibility of:
	• Procedures are in place to obtain health advice, counselling etc. for employees via our school absence insurance providers (SAS). This can be accessed by speaking to the SBM. Reference links: HSE Tackling work-related stress using the Management Standards approach (workbook) HSE How to tackle work-related stress: A guide for employers on making the Management Standards work	
Trees	• WCC are responsible for the periodic survey and risk assessment of the tree stock (note qualifications and frequency etc) and the EHT/Office Managers should prompt if the trees are not surveyed. • In addition, the EHT and the Caretaker visually checks condition of trees especially after adverse or severe weather.	
Violence and aggression, Prevention of work-related abuse (See Staff Code of Conduct for further guidance)	***Violence to staff*** All staff at the school have the right to be treated with dignity and respect. The school therefore will not tolerate any acts of violent or aggression towards its staff. • Staff are provided with the WCC personal safety training/advice • Staff encouraged to report all incidents of verbal and physical violence and aggression and signage reminds site users that the staff will end conversations, meetings or telephone calls if they become abusive or accusatory in nature and a separate meeting will be arranged at another point. Reference links: HSE Violence and Aggression at Work HSE Violence at work	
Visitors	• All visitors have controlled entry to site and sign in via the visitor book, they are then escorted through the building and wear visitor badges.	**EHT, AHT, Caretaker and Office staff (and anyone who meets**

Topic	Action/Arrangements	Responsibility of:
	• Volunteers cannot start work until their Enhanced DBS certificate (including barred list information where applicable) has been received. We will not offer temporary supervision arrangements while waiting for EYFS volunteer clearance (KCSIE 2026) • Visitors are informed about health and safety information for the site e.g. verbally told by office staff • An additional register for larger events is prepared (training/PACT days) and everyone signs in and out using that system	**and greets a visitor in the reception area)**
Water Hygiene (Legionella) and Water Systems	The water hygiene (legionella) risk assessment is completed by the EHT The EHT is the Site Responsible and Site Competent Persons and receives training Planned preventative maintenance is the responsibility of the trained caretaker and includes: - monthly water hygiene testing - weekly flushing of infrequently used outlets - cleaning and flushing of the showers if present Reference links: HSE Legionella and Legionnaires' Disease microsite HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations HSE Legionnaires' Disease: A brief guide for duty holders	**EHT**
Welfare facilities and wellbeing of staff	In order to comply with welfare regulations, the school provides for employee and pupil wellbeing: • regular supervision sessions (see supervision policy) • toilets and hand basins, with soap and towels or a hand-dryer • drinking water • a place to store clothing (and somewhere to change) • somewhere to rest and eat meals • To ensure a healthy working environment, will we ensure there is:	**EHT & Office Manager**

Topic	Action/Arrangements	Responsibility of:
	○ good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system ○ a reasonable working temperature ○ lighting suitable for the work being carried out ○ enough room space and suitable workstations and seating HSE Welfare at work: Guidance for employers on welfare provision DfE Advice on standards for school premises: For local authorities, proprietors, school leaders, school staff and governing bodies	
Work Experience	• The lead on site is responsible for carrying out inductions and risk assessments • Work experience pupils over 16 are required to have an enhanced DBS in place prior to starting at the school and must be supervised at all times by a member of staff • To ensure the safety of staff and children and to remain compliant with current statutory safeguarding legislation, we **cannot** accept work experience students under the age of 16. • The school follows the work experience management guidance provided by WES The lead on site provides overall supervision. Reference links: HSE Work Experience	**EHT or AHT**
Work at Height	• The caretaker carries out inspections of the step ladder • A kick step and a step ladder are kept securely on site • The caretaker will receive working at height and ladder training • Staff are expected to only use kick step, access equipment provided by the school and not stand on tables and chairs • All staff are expected to carry out pre-use visual checks on equipment and report any defects • Risk assessment in place	

Topic	Action/Arrangements	Responsibility of:
	Reference links: The Ladder Association HSE Working at height: A brief guide HSE Safe use of ladders and stepladders: A brief guide HSE Working at Height Guide	