

# Yeadon Westfield Infant School

## Health and Safety Policy

2017-Review 2018

*This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other policies.*

### Aims

Yeadon Westfield Infant School will provide safe and healthy working conditions for all employees and ensure that work done by employees does not adversely affect the health and safety of anyone else in school eg pupils, parents, visitors and contractors. Health and safety information will be clear and training will be provided. We will seek advice from Leeds City Council and encourage all staff to set a high standard of health and safety awareness. We will establish and maintain safe systems and methods of work. All members of the school community will understand their own responsibilities in maintaining a healthy and safe environment. Systems and procedures to keep everyone safe can be found in the Health and Safety Handbook.

### Roles and responsibilities

The governing body is responsible for ensuring that the appropriate documentation is in place; monitoring its implementation; reviewing it on an annual basis and ensuring there is a health and safety governor.

The Head teacher is responsible for the day to day operations of the health and safety policy; the implementation of the policy; ensuring that all staff are aware of the relevant information; ensuring staff comply with procedures; regularly reporting to governors; liaising with contractors to ensure adequate exchange of health and safety information and completing a health and safety walk once per half term with the site manager.

The site manager is responsible for ensuring that all defects in the buildings and grounds are dealt with promptly; carrying out regular checks of equipment, buildings and grounds; ensuring that contractors follow systems and procedures; ensuring that cleaning materials and equipment are correctly used and properly stored; maintaining a clean and effective boiler area and a high standard of housekeeping; reporting any problems or imminent dangers as soon as possible and liaising with health and safety representatives when necessary.

All staff have a legal responsibility towards themselves and others for health and safety and should report any problems. Staff must co-operate with employers to comply with relevant statutory provisions. If necessary they must be prepared to take any appropriate action themselves to remove hazards. Staff should ensure children in their care behave in a safe and proper manner, adhering to proper safety precautions. Staff must promote safety consciousness amongst children to ensure that they are aware of their responsibilities in taking care of their own safety and that of others. This also applies to volunteers.

Pupils work towards the school aims by developing a growing understanding of health and safety issues and their role in maintaining a safe and healthy environment; contributing towards codes of practice and conducting themselves in a safe and orderly manner.

Parents work towards the school aims by ensuring children attend school in good health; providing prompt information about absence; allowing children to take increasing personal and social responsibility as they progress through school and accepting responsibility for the conduct of their children.

Visitors and contractors also have a responsibility towards themselves and others for health and safety and must follow school guidance.

### Practical Arrangements

#### First Aid

There is a first aid cupboard clearly marked in school and one accessible to staff whilst children are in the playground. First aid equipment is always taken on trips out of school. The school business manager is responsible for ensuring that we have sufficient stock at all times. Staff take responsibility for passing this information to the school business manager. Contaminated waste, which includes plastic gloves, paper towels applied as a compress, plasters and packaging, dressings and packaging, soiled tissues, antiseptic wipes and packaging as well as towels used in sick buckets must be placed in the bin marked first aid. There is a list of paediatric first aiders in the staff room.

#### Accident recording, reporting and investigation

All accidents are recorded including staff, children and visitors. A child with an injury to the head must also be given a head letter for the parents. Information must be passed to the parent either in person or by phone. In the event of a more serious incident parents will be contacted and the emergency services called if necessary. Should it be impossible to contact parents, an ambulance will still be called and the child accompanied by a member of staff. Serious accidents must be reported to a member of the School Leadership Team and relevant documentation completed.

#### Issuing medicines

Only prescribed medicines, that are to be taken four times per day or in the case of a life threatening illness, will be administered in school. Parents must complete the relevant forms and nominated staff will administer medicines. Medicines will be stored in a safe and secure place.

#### Fire Safety

There is half termly evacuation practice, the outcome of which is recorded. The times of the practice are varied to cover all times of the school day. Fire evacuation procedures are displayed in all rooms and fire-fighting equipment is serviced annually. The site manager carries out a weekly fire alarm test.

### Hazard and defect reporting

All defects and hazards must be reported to the school office immediately who will then inform the site supervisor.

### Termly Audits

The head and the site superintendent carry out half termly inspections and identify any potential hazards. The Resources Committee carry out an annual inspection.

### Risk Assessments

Risk assessments are carried out by relevant staff and include on and off site activities.

### Security/ Visitors

All visitors are expected to sign in at the office and asked to wear their identification badge whilst on the premises. Staff are encouraged to politely challenge anyone in school that they do not recognise and who is not wearing a badge.

### Visits and Journeys

All visits require a risk assessment before they take place. Staff use Evolve which is an online system. All adults accompanying children on visits undertaken on foot must wear high visibility jackets.

### Nappy Changing routines

All staff must respect each child's privacy, therefore the appropriate adult must carry out this procedure. Suitable protective aprons and gloves must be worn when changing nappies or soiled clothes. The changing mat must be wiped down with an anti-bacterial solution. Any spillages must be mopped up using the appropriate mop and bucket. Nappies must be bagged and disposed of correctly as well as gloves and aprons. Hands must be washed thoroughly after nappy changing and the bin must be emptied regularly.

### Miscellaneous

The school has a no smoking policy and it is not permitted anywhere on site. All children must be collected by an adult or an agreed older sibling. Procedures to ensure a healthy and safe environment include regular meetings to review health and safety issues; a PSHE programme to promote mutual respect, self-discipline and social responsibility; a programme of health education; risk assessments formulated and reviewed; annual PAT testing; parking restrictions outside school; playground rules and regular inspections; PE equipment regularly checked and risk assessments completed for each school trip.

