

# Halfway Nursery Infant School



# Health & Safety Policy

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Signed (Headteacher)	
Signed (Chair of Governors)	
Minute Number	

# HALFWAY NURSERY INFANT SCHOOL

## HEALTH AND SAFETY POLICY

This Health and Safety Policy compliments Sheffield Local Authority's Policy and addresses the particular requirements of this school.

### POLICY STATEMENT

The governors and staff of Halfway Nursery Infant School are committed to providing a safe and healthy environment for all users of the school.

As a school our educational priorities aim to:

- develop the full potential of all the children in the school and to encourage them to strive for excellence in all aspects of school life
- meet the needs of the individual child by providing a broad, balanced and relevant curriculum
- to ensure equality of opportunity for all pupils by providing learning situations where each child can fulfil his/her potential
- create a school ethos in which all children are encouraged to have self-respect, respect for others and respect for the environment
- to ensure continuity and progression by providing a whole school cross-curricular approach
- develop skills and attitudes which will enable all pupils to become independent and co-operative learners
- help all children to develop those social skills which will enable all pupils to become independent and co-operative learners

Quite clearly these educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at Halfway Nursery Infant School is in an area where governors, Headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

### HEALTH AND SAFETY AIMS ARE;

- to ensure that Halfway Nursery Infant School is always a safe and healthy place in which to work
- to regularly monitor and review safety procedures throughout the school
- to raise awareness among all users of Halfway Nursery Infant School as to their responsibility for themselves and others
- to ensure the dissemination of all relevant information from the LA and other bodies to the correct user(s)
- to create and update a central file containing relevant health and safety information

## **ORGANISATIONAL RESPONSIBILITIES**

### **THE GOVERNORS WILL:**

- ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner
- where funding for particular hazards is the responsibility of the LA, e.g. structural problems, the governors, through the headteacher, will inform the LA of the problem and assess the hazard in order to render the problem area safe
- deal with any health and safety problems brought to them by the headteacher, staff or parents, through their termly meetings or any emergency meetings which may be called due to unforeseen circumstances

### **THE HEADTEACHER WILL:**

- ensure that health and safety is incorporated into the planning and organisation of all school functions
- carry out suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors to or users of the school. Further, to act upon those assessments in order to reduce risk
- ensure the provision of adequate training, instruction and supervision
- provide necessary information to staff members and their representatives on health and safety matters
- ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities
- investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors

### **ALL STAFF MEMBERS WILL:**

- ensure that safe working practices are adopted at all times whether in school or on educational visits
- ensure that they are fully aware of their responsibilities and follow any codes of practice produced by the school or LA
- bring to the attention of the headteacher any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits
- report to the headteacher any problems which they feel that they cannot deal with themselves

## **HEALTH AND SAFETY ARRANGEMENTS**

### **FIRE PRECAUTIONS/DRILLS**

Fire drills are carried out termly, staff and children being familiar with the fire routine procedure. On hearing the fire alarm, children are supervised to evacuate the building immediately in a controlled and orderly manner. Mrs. Barrett/Mrs. White, school clerks, collect the class registers which are then checked when everyone has assembled in the designated area.

Fire alarms are tested internally on a weekly basis and twice yearly under the conditions of the LA. Emergency lighting is tested monthly and fire fighting equipment is checked to ensure that they are in position and operable.

All rooms contain fire evacuation procedures and maps of school indicating planned escape routes. Details of locations of fire alarms and fire extinguishers are also given. The assembly point in school (field) is clearly signed as are all escape routes. All gates are fitted with combination locks, and all staff know the combination code in case evacuation of the whole school grounds is needed.

In addition, every year all staff receive fire awareness training in school.

### **FIRST AID**

Mrs. Tatham is responsible for First Aid in schools. In her absence, Mrs. Hunter is responsible for this. They are both trained to 'First Aid at Work' Certificate and all teaching staff have attended an emergency aid course.

The First Aid area is in a central location, housing hot and cold running water. It is within easy access to the telephone and a quiet rest area. Provisions are kept within this area but, because of the distance between classrooms, emergency equipment is available in all rooms. All first aid boxes are checked on a regular basis.

Medical histories and contact telephone numbers for every child are accessible to all members of staff. Details of all accidents and treatment are recorded. Care plans are in place for children with more severe allergies and conditions. These are located centrally and are visible to all staff.

### **REPORTING/RECORDING ACCIDENTS**

All hazards and accidents are reported to the Headteacher. Hazardous situations and the steps that have been taken to avoid further accidents are recorded. Any follow up procedures that are taken are also added to the information. A Health and Safety check of the premises is carried out termly.

Medical accidents and treatment given are recorded by the person dealing with the incident.

## CONTRACTORS ON SITE

Reception areas are clearly identified and all contractors are asked to report to the reception area where credentials are checked. In the event of the school being closed they would report to Mr. Larkings, the Buildings Supervisor.

Out of working hours security systems are in operation.

Whilst contractors are working on site the safety of the children and staff is always of paramount importance and working conditions are checked by Mrs. Bestall, the Headteacher. Outside contractors are required to produce proof of their own cover of insurance. In addition, all contractors are asked to sign the asbestos register before undertaking any intrusive work.

## ELECTRICITY

The Electricity at Work Regulations 1989 are always adhered to. All electrical equipment is inventoried and inspected and recorded on an annual basis (PAT Tested). Any electrical concerns are dealt with immediately and the appropriate action taken.

## TRANSPORT

On admission to school parents are asked to give permission for their children to undertake local visits under appropriate supervision.

When children participate in an educational visit requiring transport, parents are asked to give their consent for their child to travel on either public transport or privately hired coaches. In these circumstances separate 'School Journey Insurance' is arranged through the LA. It is the policy of Halfway Nursery Infant School that children will travel two to a seat and with seatbelts whenever possible.

During school visits the children are always accompanied by sufficient adults to ensure adequate supervision.

## USE OF PREMISES BY OTHERS

At the present the school premises are only used for school events and not by any other outside group or organisation.

## SITE SECURITY

At Halfway Nursery Infant School we want our site to be as safe and secure as possible, without making all stakeholders feel excluded from school. Children's safety whilst in school is paramount. The following steps have been taken (Sept 2011) to ensure that access to and from our school is monitored thoroughly and restricted where necessary:

- All gates into the school playground will be locked using combination locks at playtimes and dinnertimes.

- The main pedestrian entrance gate from Rotherham Road will be locked with an electronic/magnetic combination lock from 9.05am until 2.45pm to restrict access to school. This gate has an intercom and CCTV which visitors use to gain access to school.
- All buildings have access controls and are always locked during the school day.
- Clear signage is used to guide visitors to the school's main entrance and reception area.
- Clear signage is in place to ensure visitors close and latch all gates to ensure a child's life is not at risk.
- All visitors have necessary ID checked and are asked to sign in to school and wear an ID badge sticker.
- All visitors working with children are fully CRB checked and have had ID checks and placed on the school's Single Central Record (SCR).
- The SCR is updated weekly.
- All vulnerable areas e.g. playground and woodland area have risk assessments in place and these areas are always supervised by adults.
- New fencing has been put in place to restrict access from the playground and other vulnerable areas to ensure children cannot leave the school grounds.
- Children are always supervised across the playground to different buildings.
- The school's Golden Rules now include safety elements. Children are encouraged to tell grown-ups when gates are open or if they see a stranger in school.