



LYDGATE INFANT SCHOOL

Health & Safety Policy

(October 2019)

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

Policy Statement

The governors and staff at Lydgate 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:

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

The above can only be brought about by the dedicated co-operation of all within the school. The Health and Safety Policy is an area where governors, staff, safety representatives and parents have a responsibility towards achieving a safe and secure working environment within the school. We feel it is important that the children begin to become aware of their duties throughout life in creating a happy and safe work environment.

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 Head Teacher or Buildings Officer, 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 Head Teacher, staff or parents, through their termly meetings or any emergency meetings which may be called due to unforeseen circumstances.

THE HEAD TEACHER 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 of staff and others deemed necessary.
- 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 SCHOOL EMPLOYEES 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 Buildings Officer or Headteacher any accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Buildings Officer or Head Teacher any problems which they feel that they cannot deal with themselves.

FIRE

An outbreak of fire in a school can be extremely serious. In order to prevent this all sources of heat with potential to cause fire e.g. gas heaters, cookers etc. will be carefully monitored so as not to inadvertently come into contact with combustible materials. Internal fire doors should be kept closed to stop fire spreading. Battery operated door closure mechanisms for all fire doors are regularly checked and maintained in order to ensure correct operation.

Fire drills are carried out once per term and are recorded in the Fire Precaution Log Book.

Various other fire precautions will also be recorded in the log book e.g. fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officer visits.

The Fire Precautions Log Book is kept in the main office.

The responsibility for ensuring that the book is kept up to date and that fire drills are carried out is with the headteacher

When the school requires painting, only paints providing a flame retardant surface will be used.

ACCIDENTS

Even in a well run school, accidents may still occur. This is how we deal with them:

- All accidents to our staff or pupils will be investigated to find out what happened and how any similar incidents can be avoided
- Minor playground accidents which require 1st Aid attention are recorded within the school's Pupil Incident Record Log. This in turn generates a Pupil Incident Slip which is sent home via pupil post to the pupil's family in order to inform the family of the incident. Each half-term the senior teaching assistant summarises accidents and staff are informed if they need to remind children about aspects of safety or procedures
- Accidents to staff or more major accidents to pupils will be recorded using the LA's Accident Report forms. Copies are kept in a confidential file by the Business Manager (3 years for accidents to adults and for a period of 3 years after the pupil's 18th birthday for pupils)

The Headteacher will ensure that accidents are investigated and that Accident Report forms are sent to the Health & Safety Team at Sheffield City Council who will assess whether the accident is RIDDOR reportable to the Health & Safety Executive and report it where necessary.

All accidents will be recorded by the person to whom the accident happened, the responsible person who dealt with a child's accident or the headteacher on relevant accident forms, which are kept in the office. Any accident reports will be examined by the headteacher to see what lessons can be learnt and how similar incidents can be avoided.

ADDITIONAL ARRANGEMENTS FOR KEEPING OUR SCHOOL SAFE

Codes of practice are produced by the LA and cover many aspects of school safety. Copies of these are kept in the staff room and school office and staff are made aware of their existence and informed to consult them when

carrying out a relevant task e.g. planning an educational visit or setting up portable gas heaters in the event of a heating breakdown etc.

In addition, the school carefully implements updates and receives guidance in-year via regular Health & Safety Bulletin communications appropriate to educational settings, distributed by the Local Authority.