

Headington Quarry Foundation  
Stage School

**HEALTH  
SAFETY &  
WELLBEING  
POLICY**

**Spring 2017**

## Headington Quarry Foundation Stage School Policy

The Health and Safety at Work Act Section 2(3) and the Oxfordshire County Council Safety Policy part 2 paras. 2,3,5 require every Head of Establishment and Governors to have in place a Safety Policy stating the organisation and arrangements which ensure the health and safety of the persons inhabiting that establishment.

The Health and Safety Policy of Headington Quarry Foundation Stage School is organised under the following headings:

1. Objectives
2. Organisation
3. Responsibilities
4. Health and Hygiene
5. First Aid
6. Accidents
7. Safety - Inside and Outside
8. Dogs
9. Safeguarding Children
10. Security
11. Evacuation of the Building
12. Plan of the Building

### 1. **OBJECTIVES**

- a. To ensure that the school complies with the Oxfordshire County Council Safety Policy in the implementation of the Health and Safety at Work Act and thereby to establish, so far as is reasonably practicable, a safe environment throughout the school.
- b. To seek out and eliminate bad practices.
- c. To establish and maintain safe working procedures among all persons using the school.
- d. To develop a health and safety awareness among all staff and visitors.

## 2. ORGANISATION

Oxfordshire County Council

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Director for Children, Young People and Families

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Senior Education Officer (Health and Safety)

Senior Education Officer (Schools)

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Headteacher

|

|

|

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All staff

### Headington Quarry Foundation Stage School staff

Headteacher          Natalie Wilson

Teachers          Claire Derry/Jane Barnes  
                                 Annie Arnold( St.Andrews)

N.N.E.B/ EYP/NVQ3          Jane Woodford

                                 Sally Kirkby

                                 Janet Baum

                                 Sarah Garrett

Daycare: Kelly Welch / Janet Clarke

Secretary                  Jo Eadle

Day care administrator Linda Hessey

T.A's          Chiara Chilcott; Kate Guppy; Katie Wilson, Sarah Stringer

Cleaner                          Tina Turner

LTS Supervisors:

Tina Turner

Sarah Stringer

Jane Jones

Azmat Sharif

Heidi Byles

Uma Singh

The following staff have current Paediatric First Aid certificates :

Jane Woodford; Kelly Welch; Janet Clarke; Kate Guppy; Sarah Garrett;  
Chiara Chilcott; Tina Turner; Sally Kirkby, Annie Arnold, Janet Baum;  
Jane Barnes; Sarah Stringer, Heidi Byles

The Health and Safety Manager on site is Natalie Wilson( Headteacher)

### 3. RESPONSIBILITIES

- a) The Headteacher is the Senior Safety Manager. In her absence senior teachers then take responsibility.
- b) All staff are responsible for taking steps to keep themselves safe and for creating and maintaining a safe working environment for themselves, children, parents, colleagues and visitors.
- c) The school Governors have a responsibility to ensure premises and equipment are safe and secure for children and that the working environment is safe for employees. There is a Health & Safety , Wellbeing and Premises Committee which meet at least once a term.

### 4. HEALTH AND HYGIENE

- a) Children are encouraged to be aware of the importance of personal cleanliness:-
  - i. after using the toilet
  - ii. before eating
  - iii. before cooking or handling food
  - iv. after working with animals
  - v. after working in the garden
- b) Children should be encouraged to use paper handkerchiefs, to deal with coughs and sneezes and to dispose of paper handkerchiefs in the bin and use anti-bacterial gel after wards
- c) Children who have had diarrhoea or vomiting should be kept at home for 48 hours after the symptoms cease (see Medicine Policy).
- d) Children with contagious conditions should be kept at home according to the official guidance. A copy is available in the office.
- e) If the child becomes unwell whilst at Nursery the parents or emergency contact will be requested to collect the child. If the condition is felt to be serious, emergency services will be contacted. Staff will act in loco parentis if a contact is unavailable.
- f) Staff should alert the parent of any child with head lice and advise on appropriate treatment.
- g) No one should lift heavy or awkward equipment alone.
- h) Parents should be advised that children should not wear any jewellery which may become caught or hooked while playing. Specifically, hooped earrings should not be worn. Stud earrings only may be worn. Children may be requested to remove loose bangles and necklaces when climbing.
- i) Disposable gloves are available (in the First Aid boxes) for use when changing wet or soiled clothing and dealing with open wounds/blood.
- j) Toilets should be cleaned regularly by the cleaner. At lunch time there is a staff rota for the cleaning of the toilets.

- k) Parents will be informed of any infectious diseases either by a prominent notice in the entrance hall or via newsletter.

## 5. FIRST AID

- a) First Aid equipment is kept in a First Aid box in each of the main rooms. The main First Aid cabinet with surplus stock is in the area between the office and photocopier. Before treating any child, the list of allergies and any other relevant medical information which is kept by the medical cupboard should be checked.
- b) Required contents for First Aid cupboard:
  - i. guidance card
  - ii. 10 individual sterile dressings - assorted sizes
  - iii. 1 sterile eye pad with dressing
  - iv. 1 triangular bandage
  - v. 6 safety pins
  - vi. 2 large dressing
  - vii. 1 tape for adhering dressings
  - viii. Sterile irrigation tubes for eye washing/wounds
  - ix. disposable gloves
  - x. blunt ended scissors
  - xi. tweezers
- c) Antiseptics, including antiseptic wipes, **should not** be used for treating injuries.
- d) Moist wipes or gauze and cold water should be used for washing cuts and grazes. Cotton wool, tissues etc should not be used .
- e) Adults treating injuries involving blood are to wear the disposable gloves provided. These should then be turned inside out, and any blood stained swabs and cloths should be put in plastic bag and sealed then put in the bin.
- f) Vomit should be covered in newspaper and cleared away into a plastic bag or use absorbent granules stored in the cleaning cupboard.. Bathroom mop to be used with disinfectant and the floor washed and rinsed thoroughly. Mop to be rinsed thoroughly: plastic gloves should be worn. Inform cleaner for thorough cleaning afterwards.
- g) Urine and faeces wiped/ collected up. Bathroom mop to be used with disinfectant and the area washed and rinsed thoroughly. Mop to be rinsed thoroughly and plastic gloves should be worn and plastic aprons for messy clean ups. Any cloths used should be thrown away in a plastic bag.
- h) All cuts, grazes and bumps should be entered onto an accident form kept by each First Aid box. Staff in the child's group should be informed and they should inform parents and ensure parents or carers sign the accident form. This is then put into the Accident Record file in

the main office to ensure confidentiality. Accident forms are monitored and analysed each month to establish significant issues/trends.

- i) Special individual ice packs are kept in the freezer in day care. Larger cold-packs are kept in the fridges and should be cleaned afterwards.
- j) We do not administer drugs or medicines in school, except for prescribed medicines( See Medication Policy).
- k) Long term prescribed medicines for children should all be clearly labelled and detailed instructions for administration listed for each child in the Children's Medication box which is kept unlocked in the staff room. If the prescribed medicine needs to be kept re-fridgerated it will be kept in the staff-room fridge.

If there is any child or adult at school with a condition requiring special attention, e.g. epilepsy, the Headteacher will ensure that all staff know the procedures that need to be followed, or medicines that may need to be administered. If there is any concern about a child's condition the parent or emergency contact should be summoned.

## **6. ACCIDENTS**

Serious Accidents and incidents

- a) A child or adult who is seriously injured should not normally be moved. The adult who deals with the accident should send a child for another adult if one is not near enough to call verbally. The second adult should summon a member of staff with a first aid qualification, contact the child's parent or emergency contact and summon Emergency Service help if this is thought to be necessary.
  - If a child needs to be immediately removed to hospital:- The Headteacher or Teacher in charge will delegate a member of staff who will accompany the child at least until a parent arrives.
- b) The Oxfordshire County Council reporting procedures for injuries, work- related diseases and dangerous occurrences must be followed. Details of this are in the filing cabinet in the office under Health and Safety. The Health and Safety Executive (Tel: 01604 738300) and the Health and Safety Office, Tel: 797222) should be notified by telephone if an accident has resulted in a child or adult being removed to hospital.
- c) All accidents must be recorded on a separate accident form. Accidents requiring immediate medical treatment should be recorded on on-line accident forms ( ARI) and the HSE need to be notified. All staff and the parents concerned should be informed.

- d) The member of staff who deals with an injured child is responsible for ensuring the parents are informed via the Key person/day care as appropriate.
- e) If there is **ANY DOUBT AT ALL** ABOUT A CHILD'S CONDITION, THE PARENT OR EMERGENCY CONTACT SHOULD BE INFORMED. IF the child needs urgently to be taken to hospital, SUMMON AN AMBULANCE BEFORE ATTEMPTING TO CONTACT PARENTS OR CARERS.
- f) If the Parent or Emergency Contact cannot be reached then the person in charge will act in Loco Parentis

## 7. SAFETY

### a) Safety awareness

Staff members must be aware of, and take precautions against, common causes of injury.

Staff must ensure that all safety precautions are reasonably met in areas where they are responsible.

### b) Transport

Staff are responsible for ensuring that the correct number of children are allowed to ride in any minibus and that seat belts are used correctly. A member of staff/adult should be seated by the rear doors and any other doors. The adult driving must hold the County minibus qualification.

- c) Children can travel in staff cars only when they are strapped in by seat belts in the rear of the car and the car owner is appropriately insured. Booster seats or child seats must be used. Taxi journeys between schools should also use booster seats.

### d) Visits out of school

There should be a full risk assessment for each specific outing which includes an assessment of required adult:child ratios. This assessment must take account of the nature of the outing and the children involved. All outings should be accompanied by a minimum of two members of staff. There should be no more than 4 children per adult, 2 per adult would be considered preferable. Children should be with the adult at all times and especially when passing near roads or river etc.

- e) Children should be made aware of safe behaviour when outside the school.
- f) Children should normally only be taken out of the school with the parents written consent.

- g) Staff should take mobile phone and school phone number, First Aid kits; medication such as inhalers etc. Contact numbers for school should be on the mobile phones.

### Indoors

- h) Smoking is not allowed whilst on the school premises. This includes the school grounds and there should be no smoking on any school activity such as trips, visits nor in private cars when staff are responsible for the children.
- i) Front door and doors to nursery areas should be regularly checked to ensure that they are fully closed. Parents should be reminded regularly of the need to ensure that the front doors and gate are kept closed. Only adults with authority should open the door entrances.
- j) Visitors: All staff are responsible for greeting visitors. The Headteacher or representative should be made aware of any visitor to the nursery.
- All contractors should inform the Headteacher or representative that they wish to start work before doing so. All visitors must sign in and wear either their own identification badge or the schools own.
  - Safety arrangements while work is taking place, must be agreed with the Headteacher or representative BEFORE work begins.
  - The Headteacher should make available to staff a list of expected visitors.
- k) Supervision - At least one adult should be responsible for supervision in each room at all times.
- Parents are responsible for their own visiting children and for their children who do not attend the nursery.
  - When supervising staff should identify and be particularly aware of those areas where tools are being used.
- l) Tools - Children should be shown how to use, carry and store all tools and implements safely and effectively.
- Tools should be checked regularly to ensure that they are safe and effective.
  - Staple guns and sharp scissors ,snack knives are for adult use only and should be stored out of the reach of children.
  - The guillotine is for staff use only and must be stored out of the reach of children.
  - Stock cupboard doors must be kept closed.
- m) Movement - Children should be encouraged to walk indoors and to wear shoes when moving around the nursery and told the reasons for this.



- n) Spillages - Sand or water on the floors can cause slipping and should be cleared up by the nearest adult as soon as possible. Children should be encouraged to clear up spills and be told the reasons for this.
- o) Electrical equipment - children should not be allowed to plug/unplug equipment themselves. Adults must unplug equipment only when the switch is turned off.  
The computer and other electrical equipment should be arranged so that children cannot get behind them. Trailing leads should be made safe.  
All electrical equipment is professionally safety checked annually. Sockets should have guards to prevent children touching them .
- p) Hot drinks – Hot drinks will be carried to staff in special containers and then it is the responsibility of the adult to keep these out of the reach of children.
- q) Breakages - Any broken glass/china should be wrapped in newspaper, put in a polythene bag and disposed of in the bin.
- r) Other Areas of the Building-The kitchen, offices, store rooms, adult toilet and staff room are all areas which should not be used by children unless accompanied by an adult. Children in the entrance hall must be accompanied by an adult.

### **Outside**

- s) Supervision: At least one member of staff must ALWAYS be present in the garden. The adult should go out ahead of the children and double check that the school gates are locked.
- t) Daily Safety check: The adult responsible for each session should check:
  - gates to see they are fastened
  - equipment for safety ( climbing frame)
  - grass and sandpit for soiling
  - check to see that no bottles/cans or other safety hazards have been thrown into the garden.
  - There is a Risk Assessment folder in which daily checks should be recorded by the member of staff who is responsible for this on a daily basis
- U) Sand spills on the paving should be cleared up to avoid danger from slipping. However sand should not be swept when dry /windy conditions when children are nearby due to possible breathing difficulties.
- v) Clothing: Dressing up clothes should not normally be worn outside and must never be used for climbing.  
Coats should be done up and dangling gloves and scarves should not be worn.  
Footwear should be safe for climbing and in the sandpit.

- w) Climbing equipment: . Only low climbing equipment may be used on surfaces with no resilient surfacing.
- x) Shed: Children should not go into the shed. During the session the door should be kept closed.
- y) Sticks: Children should not run with sticks because of the danger of injury to themselves or others. Play with sticks should be purposeful and dangers pointed out to the children.
- z) Wildlife and pond area should be only used under adult supervision. Gate to pond must be kept bolted and locked when not in use.  
Mound and amphitheatre : ensure steps are safe and children use the area in such ways that do not endanger themselves or others- e.g no riding of bikes on the mound or jumping from the steps.

## 8. **DOGS**

Dogs are not allowed in the school grounds or buildings or tethered near the entrance gates. This does not include guide dogs or visiting farm dogs.

## 9. **SAFEGUARDING CHILDREN**

The school has a Safeguarding Children policy and statement in the school brochure and on the website which is reviewed annually. The Headteacher is designated responsible for Safeguarding Children matters. In her absence the senior teachers: Claire Derry and Jane Barnes and Day Care Co-ordinator Kelly Welch or Janet Clarke would take over the responsibility for following procedures as necessary.

## 10. **SECURITY**

**Lost Child procedures:** In the event of a child going missing the following procedure should be followed:

- Report to Headteacher
  - Search building and grounds and surrounding area
  - Telephone home
  - Inform parent or emergency contact
  - Telephone police
- a) In the event of a child being **left unexpectedly** at school every effort will be made to contact parents or emergency contact. If the child is still uncollected an hour after expected and no information has been received, in the last resort, the matter will be reported to social services or the police.
  - b) Collecting children: children should be collected by AN ADULT known to nursery staff. Parents should be asked to ensure that staff are made

aware of any changes to their normal arrangements and parents need to give written consent for anyone else to collect their child. Staff should check, by telephoning a parent, before allowing a child to leave with an unexpected adult.

If arrangements have been changed during the session the child's staff member will be informed.

- c) Any member of staff working alone in the building is advised that another person should be aware that they are at the school and to keep outside doors and gates locked.
- d) On leaving the building at night it is the responsibility of the Headteacher or delegated member of staff (cleaner in charge) to check that the building is secure.
- e) It is the responsibility of the cleaner/caretaker to check that the building is secure and to set the alarm when leaving.

## 11. EVACUATION OF THE BUILDING

- a) Fire drills must be carried out at least once a term in morning and afternoon sessions and in daycare /holiday times. Fire regulations are posted throughout the school and must not be removed.
- b) All adults should be familiar with their role in the event of fire.

FIRE PROCEDURE
IN CASE OF FIRE:
Person discovering fire should sound the fire alarm
<p><b><u>On hearing the alarm</u></b></p> <ul style="list-style-type: none"> <li>• The outside duty member of staff should collect all the children at the assembly point beside the wall leading to the canteen.</li> <li>• The inside members of staff should clear each room and take the children to the assembly point.</li> <li>• The Person in Charge on that day should check the whole building and phone the Fire Brigade.</li> <li>• The registers ,signing in sheets and visitors book should also be taken outside. To check names and count children, staff ,visitors</li> </ul> <p>• <b>AT LUNCH TIME</b></p> <ul style="list-style-type: none"> <li>• Two Lunch time Supervisors should clear the room and take the children to the Assembly Point</li> <li>• Person in Charge should check the whole building and phone the Fire Brigade</li> <li>• Member of Staff on Duty should collect the registers and check the children by name and head count</li> </ul>

## **Emergency procedures**

If an intruder appears in the garden or major incident occurs outside ,staff will blow a whistle (which hangs beside the workshop door ) to alert all outside staff and children to get children inside and lock external doors.

If there is an internal intruder or incident the Fire Alarm will be set off so that all children and staff go out to the evacuation point and exit through the wooden gate to the church if necessary.

Office staff/headteacher will take registers, school keys , parent contact data folder and mobile phone with CIMP .

Person in charge will check all rooms/toilets/ cloakrooms to make sure no children or staff/visitors are in the school

If this happens at lunchtime and the children are still in the canteen the door will be locked immediately.

In the event of any other emergencies the procedures in the emergency plan will be followed.

Review date: Jan 2018