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	Name	Date
Name of Policy	Health & Safety Policy	
Prepared by	Dallington School	March 2020
Checked and Reviewed by	MB & CB	March 2020
Ratified by Board of Governors		
Next School Review		March 2022



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Proprietor: Abigail Hercules Company number: 03649660 (England and Wales) Registered Office: 5 Underwood Street London N1 7LY

Health and Safety Policy

To be read in conjunction with the Equal Opportunities Policy and all other policies.

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Dallington School.

It was developed during the Summer of 1995 through a process of consultation between all members of the school community including teaching and non-teaching staff.

This policy will be reviewed at least every two years and will be constantly updated in the light of any changes in legislation or the physical environment of Dallington School.

Purpose of the Policy

This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school amid their own responsibilities within this.

1. Aims

Our aims for Health and Safety are to:

- 1.1 provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school
- 1.2 ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

2. Principles

The establishment of a healthy and safe environment is:

- 2.1 An essential prerequisite for the work of the school.
- 2.2 It is also a statutory requirement.
- 2.3 It depends upon sound management, vigilant supervision and the co-operation of all children and adults.

3. Responsibilities

All members of the school community, teaching and non-teaching staff, parents and pupils work towards the school's aims by:

- 3.1 being fully aware of their own responsibilities for maintaining a safe and healthy environment
- 3.2 being familiar with all instructions and guidance on safety within the school

- 3.3 using common sense at all times to take reasonable care for their own safety and that of others
- 3.4 Reporting any identified hazards to the Headteacher without delay.

4. The Headteacher and staff work towards the school's aims by:

- 4.1 recognising their corporate responsibility for ensuring that the Health and Safety Policy is implemented in the school
- 4.2 ensuring that safe working practices and procedures are applied within the school
- 4.3 making termly inspections to ensure that a safe and healthy environment is maintained
- 4.4 establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously
- 4.5 ensuring that all members of the school community are aware of their own responsibilities
- 4.6 taking responsibility for devising and implementing a school Health and Safety Policy
- 4.7 monitoring and reviewing this policy and ensuring that necessary revisions are undertaken
- 4.8 ensuring that all staff are familiar with the Health and Safety Policy of the school
- 4.9 taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
- 4.10 ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

5. Teachers and Classroom Assistants work towards the school's aims by:

- 5.1 promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities
- 5.2 taking reasonable care for their own safety and that of others

- 5.3 being good role models - vigilant and careful
- 5.4 taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- 5.5 providing opportunities for children to discuss appropriate health and safety issues.

6. Children work toward the school's aims by:

- 6.1 developing a growing understanding of health and safety issues contributing to the development of codes of practice
- 6.2 conducting themselves in an orderly manner
- 6.3 taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

7. Parents work toward the school's aims by:

- 7.1 ensuring that children attend school in good health providing prompt notes to explain all absences
- 7.2 providing support for the discipline within the school and for the teacher's role
- 7.3 ensuring early contact with school to discuss matters concerning the health and safety of their children or of others
- 7.4 allowing children to take increasing personal and social responsibility as they progress throughout the school
- 7.5 accepting responsibility for the conduct of their children at all times
- 7.6 ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

8. Fire Precautions include:

- 8.1 a set of written regulations for emergency evacuations
- 8.2 a termly fire drill which is monitored and timed in accordance with the guidelines
- 8.3 regular checks and maintenance of fire alarms and fire fighting equipment, by the suppliers
- 8.4 periodic checks of equipment, procedures and exits by the local fire brigade.

9. The Use and Control of Substances Hazardous to Health include:

- 9.1 storage of such substances, clearly labelled, in locked cupboards which are not accessible to children
- 9.2 the wearing of appropriate protective clothing when such substances are used (e.g. rubber gloves).

10. Electrical Safety includes:

- 10.1 careful positioning of equipment to avoid trailing leads or other hazards
- 10.2 provision of safety covers for all electrical outlet sockets
- 10.3 PAT testing on all electrical equipment annually
- 10.4 a code of practice for pupils using electrical equipment
- 10.5 a school rule which states that children may not bring any mains powered electrical equipment from home for use in school.

11. Procedures for Ensuring Involvement of all Members of the Community include:

- 11.1 regular meetings of a Health and Safety Working Party composed of members of the teaching and non-teaching staff and parents in order to develop and monitor health and safety policy and its implementation
- 11.2 regular meetings of representatives of teaching and non-teaching staff to review health and safety issues
- 11.3 a planned programme of training for teachers, classroom assistants, midday supervisors and administrative staff
- 11.4 frank and open debate about health and safety issues

12. Procedures for Providing Children with Opportunities to Discuss Health and Safety Issues include:

- 12.1 a programme of Personal and Social Education designed to promote mutual respect, self discipline and social responsibility
- 12.2 a programme of Health Education

12.3 the compilation, by the children, of a set of expectations for appropriate behaviour

13. Procedures For Coping with Special Medical Conditions include:

13.1 the use of hygienic first aid practices by all staff

13.2 informing all staff about any special medical conditions of all children in the school and about what response may be required in an emergency

13.3 a statement from the school explaining that no child may bring medicines to school and parents, whose children use inhalers, must have consulted the class teacher before bringing inhalers into school.

14. Ensuring Road, Rail and Coach Safety includes:

14.1 children to observe and practise at all times the basic rules of road safety

14.2 parking restrictions in the road outside the school which parents are regularly urged to obey

14.3 coaches and mini buses to have approved seat belts fitted and staff to ensure that the children are wearing them

14.4 annual visits from the Home Beat Police Officer who speaks to all children on a number of issues including road and rail safety.

15. Accident Prevention, Reporting and Investigation include:

15.1 vigilance by all staff and children to spot potential causes of accidents and take action to prevent these where possible

15.2 promptness in reporting any potential hazards to the Headteacher

15.3 immediate response to such reports involving investigation and rectification of the hazard

15.4 reporting all accidents to the Headteacher

15.5 recording all accidents in the school Accident Book in accordance with regulations

15.6 notifying parents as soon as possible in the case of accidents to children

- 15.7 prompt investigation of all accidents by the Headteacher in order to establish cause and adopt remedial measures.

16. First Aid Provision includes:

- 16.1 the use of hygienic first aid practices by all staff
- 16.2 the presence of a trained first aider in the school at all times. All of our staff have first aid training, including the Headteacher and classroom assistants
- 16.3 provision of a fully-stocked first aid box, which is located in the storeroom, is regularly checked and maintained.
- 16.4 provision of a fully stocked first aid box in each classroom, regularly checked by staff
- 16.5 summoning of an ambulance where necessary by any responsible adult. If the school is unable to contact a parent, or an alternative, nominated, responsible person, a member of staff will accompany a child to hospital.

17. Ensuring Playground Safety includes:

- 17.1 the provision of well-designed playground layouts and equipment, including safety surfaces
- 17.2 conscientious supervision of the playground involving an adult responsible for each group
- 17.3 regular inspection and maintenance of the playground; school rules about playground behaviour designed to maximise playground safety

18. Ensuring Safety within the Curriculum includes:

- 18.1 a statement about health and safety within each curriculum policy which identifies potential problems specific to that subject
- 18.2 to use tools and other equipment safely and properly
- 18.3 regulations which prohibit the wearing of jewellery for certain activities
- 18.4 long hair to be tied back at all times in certain activities

18.5 a code of practice for safe working in all areas of the curriculum.

19. Ensuring Personal Hygiene includes:

Encouragement of a high standard of personal hygiene for all staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.

20. Ensuring Food and Drink Hygiene includes:

- 20.1 a rigidly-enforced code of practice for hygiene in the staff and group kitchen areas
- 20.2 refrigeration of children's daily milk
- 20.3 eating surfaces to be cleaned before and after children's meals and breaktimes
- 20.4 all drinking mugs to be thoroughly washed
- 20.5 all plates and cutlery to be thoroughly washed, dried and put away
- 20.6 all lunchtime waste to be securely bagged and taken off the premises.

21. Promoting Healthy Food Choices includes:

- 21.1 a statement from the school which encourages parents to supply snacks and packed lunches which are healthy and well balanced
- 21.2 monitoring the balance of the children's lunches and offering advice to parents
- 21.3 a programme of Health Education which includes the study of diet.

22. Promoting a Safe Physical Environment includes:

- 22.1 a limit on pupil numbers to prevent overcrowding with its attendant risks of accidents and the transmission of infections
- 22.2 a No Smoking Policy in all areas of the school buildings and ground
- 22.3 provision of furniture of the appropriate height for each group of children and storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching

- 22.4 teaching children to dispose of rubbish appropriately and the prompt collection of any litter
- 22.5 prohibition of the use of toxic weed killers
- 22.6 involvement of children and parents and representatives of the wider community in the planning, and, where practical, the implementation, of developments to the school environment
- 22.7 a variety of security measures including movement sensitive lighting and alarm systems to deter intruders
- 22.8 the work of the cleaner who maintains the premises to a high standard responding rapidly to rectify damage.

23. Contractors' Risk Assessments

- 23.1 Any contractor employed by the school should produce a risk assessment for their work and a method statement as to how they will mitigate each risk.
- 23.2 The risk assessment shall be submitted to the school for their consideration and approval.