



The Dragonfly Federation

East Ruston and Stalham
Infant and Pre-schools

A Flying Start for all



HEALTH & SAFETY POLICY

CONTENTS

	Page
PART ONE – STATEMENT OF INTENT	2
PART TWO – ORGANISATION	3
Responsibilities of:	
- Governing Body	3
- Headteacher	3
- School Health and Safety Co-ordinator	4
- Heads of Faculty/Other Staff holding positions of special responsibility	5
- Class Teachers	5
- School Health and Safety Representatives	6
- All Employees	6
PART THREE – PROCEDURES AND ARRANGEMENTS	8
- Risk Assessment	8
- Emergency Procedures	9
- Health and Safety Training	10
- Inspection and Testing of Plant and Equipment	14
- Health and Safety Monitoring	14
- Consultation and Communication of Information	15
- Premises Management	15
- Review	17
Appendix 1: Health and Safety Organisation Chart	18
Appendix 2: Fire and Evacuation Procedures	19
Appendix 3: Incident Reporting and Investigation	22

HEALTH AND SAFETY POLICY

PART ONE

STATEMENT OF INTENT

Dragonfly Federation

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name _____ Signature _____ Date: _____
(Chair of Governors)

HEALTH AND SAFETY POLICY

PART TWO

Dragonfly Federation ORGANISATION

INTRODUCTION

To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

THE HEADTEACHER

The Headteacher has the following responsibilities:

- a) To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Ensure that a clear written local Policy for Health and Safety is created.

- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- h) Ensure safe systems of work are in place as identified from risk assessments.
- i) Ensure that emergency procedures are in place.
- j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- l) Ensure arrangements are in place to monitor premises and performance.
- m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n) Report to the Governing Body annually on the health and safety performance of the school.

SCHOOL HEALTH AND SAFETY CO-ORDINATOR

The School Health and Safety Co-ordinator has the following responsibilities:

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

- g) Carrying out any other functions devolved to her by the Headteacher or Governing Body.

TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Curriculum Co-ordinators, Clerical Managers, Technicians and Caretakers. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy or relevant LA Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- d) Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Investigate any accidents that occur within their area of responsibility.
- h) The Headteacher will prepare an annual report on the health and safety performance of his/her department or area of responsibility.

CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.

- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Head Teacher or Senior Teacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- h) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation of the Head Teacher.
- i) Report all accidents, defects and dangerous occurrences to their Head Teacher or Senior Teacher.

ALL EMPLOYEES

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- b) Co-operate with school management in complying with relevant health and safety law.
- c) Use all work equipment and substances in accordance with instruction, training and information received.
- d) Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- e) Report all incidents in line with current incident reporting procedure.
- f) Act in accordance with any specific health and safety training received.
- g) Inform the Executive Head Teacher of what they consider to be shortcomings in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.

PUPILS

- a) Pupils, allowing for their age and aptitude, are expected to:
- b) Exercise personal responsibility for the health and safety of themselves and others.

- c) Observe standards of dress consistent with safety and/or hygiene.
- d) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- e) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

HEALTH AND SAFETY POLICY

PART THREE

Dragonfly Federation PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

RISK ASSESSMENT

General Risk Assessment

General Risk Assessment will be co-ordinated by Joan Edwards following guidance contained in [Section 3](#) of the Children's Services Health and Safety Manual.

Maternity Risk Assessment

Maternity Risk Assessments will be carried out by Joan Edwards following guidance contained in [Section 3](#) of the Children's Services Health and Safety Manual.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant subject teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, and Drama issued by the County Council.

Fire

A fire risk assessment will be carried out by T & P Fire Ltd following guidance contained in [Section 4](#) of the Children's Services Health and Safety Manual

Manual Handling

Manual handling risk assessments will be carried out by Joan Edwards following guidance contained in Sections [3](#) and [5](#) of the Health and Safety Manual.

Computers and Workstations

VDU risk assessments will be carried out by Mark Sutherland following guidance contained in [Section 6](#) of the Health and Safety Manual.

Hazardous Substances

Colin Makepeace will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned above, or in the [Caretaking Code of Practice](#), following guidance contained in [Section 7](#) of the Health and Safety Manual.

Violence

Assessment of the risks of violence to staff will be carried out by Tricia Woodhouse and Joan Edwards following guidance contained in [Section 8](#) of the Health and Safety Manual.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in Appendix 2.

First Aid

First aid boxes are provided at the following locations: Classrooms and Hall

The following staff are available to provide first aid:

- At Stalham Infant is Joan Edwards, Angela Dexter, Ruth Garlick.
- At East Ruston Infant is Joan Edwards, Tracey Aish, Kirsty Bales

Certificated First Aiders:

- ***At Stalham Infant : Joan Edwards, Angela Dexter, Ruth Garlick.***
- ***At East Ruston : Joan Edwards, Tracey Aish, Kirsty Bales***

Certificated Paediatric First Aiders (required for children up to age 5):

- ***Pre-School Staff and Childrens Centre.***

In event of needing first aid assistance, either: -

Locate the nearest first aider or phone either office for on call person who will locate the nearest first aider and cover their class if required.

Transport to hospital:

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary.

No casualty should be allowed to travel to hospital unaccompanied. The Headteacher will designate an accompanying adult in emergencies where parents cannot be contacted.

Incident Reporting

See Appendix 3.

Bomb Hoaxes and Bomb Alerts

Responses to bomb threats will follow guidance contained in Management Information sheet [241/01](#).

The Headteacher, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled is by mobile in the playground.

The signal for evacuation of the building, should this be necessary, will be:

The normal evacuation procedure should be followed.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

Chemical Spills

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all new employees by Joan Edwards following the Induction Checklist and guidance contained in [Section 9](#) of the Health and Safety Manual.

The following staff have received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- [Health and Safety Awareness \(Headteacher or Managers\)](#)

Joan Edwards.

- [Portable Appliance Testing](#)

NPS Group

- [CIEH Level 2 Award in Food Safety \(formerly Foundation Certificate in Food Hygiene\)](#)

Angela Dexter

PE:

- [Risk Management in PE and School Sport](#)

Local Authority

Outdoor Education:

- [Educational Visits Co-ordinator](#)

Joan Edwards

Occupational Risks

- [General Risk Assessment](#)

Joan Edwards and Patricia Woodhouse

- [How to Physically Assist and Support Pupils with Physical Disabilities](#)

Joan Edwards

- [Manual Handling](#)

Joan Edwards

- [Team-Teach \(Norfolk Steps\) training](#)

Joan Edwards

- [First Aid at Work and Emergency First Aid at Work](#)

Joan Edwards

- [Paediatric First Aid \(for schools with children up to age 5\)](#)

Local Authority

- [Handling Difficult Situations Assertively](#)

Joan Edwards and Patricia Woodhouse

Caretaking

- [School Caretaker - Health and Safety Awareness \(Norse\)](#)
 - At Stalham Infant School : Colin Walker
 - At East Ruston Infant School : Ann Downing

- [Safe Use and Inspection of Ladders and Stepladders \(Norse\)](#)
 - At Stalham Infant School : Colin Walker
 - At East Ruston Infant School : Ann Downing

- [Safe Use and Inspection of Portable Tower Scaffolding \(Norse\)](#)
 - At Stalham Infant School : Colin Walker
 - At East Ruston Infant School : Ann Downing

- [Monthly water temperature checks \(legionella\)](#)
 - At Stalham Infant School : Colin Walker
 - At East Ruston Infant School : Ann Downing

Health and Well-Being

- [Well-Being Facilitator\(s\)](#)
 - At Stalham Infant School : Annabelle Cole
 - At East Ruston Infant School : Kelly Hansford

- [Raising Awareness of Chronic Medical Conditions: Asthma, Diabetes, Epilepsy](#)

Joan Edwards.

[Training records](#) are held by Joan Edwards

The Health and Safety Co-ordinator, in conjunction with the INSET Co-ordinator, will identify training needs.

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

All plant and equipment requiring statutory inspection and testing (i.e. [steam boilers](#), [compressors](#), [lifting equipment](#), [local exhaust ventilation](#), [pressure cookers etc](#)) will be inspected by appropriate contractors through the Building Maintenance

Partnership Pool (schools in scheme) or the Building Maintenance Fund (other Children's Services establishments).

Schools not in the BMPP scheme should summarise arrangements for inspection and testing of plant and equipment here. School is part of the BMPP.

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by The Site Committee.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff following guidance contained in [Section 16](#) of the Health and Safety Manual.

Performance Monitoring

Performance monitoring will be co-ordinated by Joan Edwards following guidance contained in [Section 16](#) of the Health and Safety Manual.

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The premises Health and Safety Committee (or equivalent) meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Committee members are: Patricia Woodhouse, Maggie Dixon, Angela Dexter

The Trade Unions' appointed Safety Representative(s) on the staff is: Angela Dexter.

Communication of Information

The premises manager will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.

The [Health and Safety Law poster](#) is displayed at staffroom and hall kitchen.

Health and safety advice is available from Local Authority (School Health and Safety Co-ordinator) or the [Children's Services Health and Safety Adviser](#).

PREMISES MANAGEMENT

Supervision of Pupils

Arrangements for supervision of pupils are the responsibility of class teachers, HTLAs and Supporting TA's

Security and Visitors

All visitors must report to the main reception office where they will be asked to sign the visitors book.

Vehicles Parking

The risks of persons and vehicles coming into contact will be controlled by:
Headteacher

Delivery/contractor vehicles must park at the front of the building or entrance through double gates

Arrangements for Disabled Persons

At Stalham Infant School there is a ramp at main entrance and into Early Years Block.

At East Ruston Infant School everywhere is wheelchair friendly.

Building Maintenance

General building maintenance is carried out by Norfolk Property Consultants Ltd (NPS)

Joan Edwards will be responsible for ensuring that all identified general building maintenance is carried out by either NPS or other contractors.

Asbestos

The asbestos register and [asbestos management plan](#) is held in the main school office.

Annabelle Cole, Allie Mixer and Kelly Hansford are responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to NPS Property Consultants Limited.

Control of Contractors

All contractors must report to the main school office where they will be asked to sign the visitors book. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Joan Edwards is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work .

Lettings

Lettings are managed by The Governing Body following [County Council guidance](#).

OTHER PROCEDURES

Critical Incident Management

The County Council's [Critical Incident Management guidelines](#) are followed and staff are made aware of the advice given.

Managing Medicines

Prescribed medication will be administered to pupils following guidance contained in [Section 11](#) of the Health and Safety Manual.

- At Stalham Infant School Joan Edwards, Annabelle Cole and Allie Mixer have been nominated as responsible persons for control of administration of medicines to pupils.
- At East Ruston Infant School Joan Edwards, Jo Fisher and Mel Osbourne have been nominated as responsible persons for control of administration of medicines to pupils.

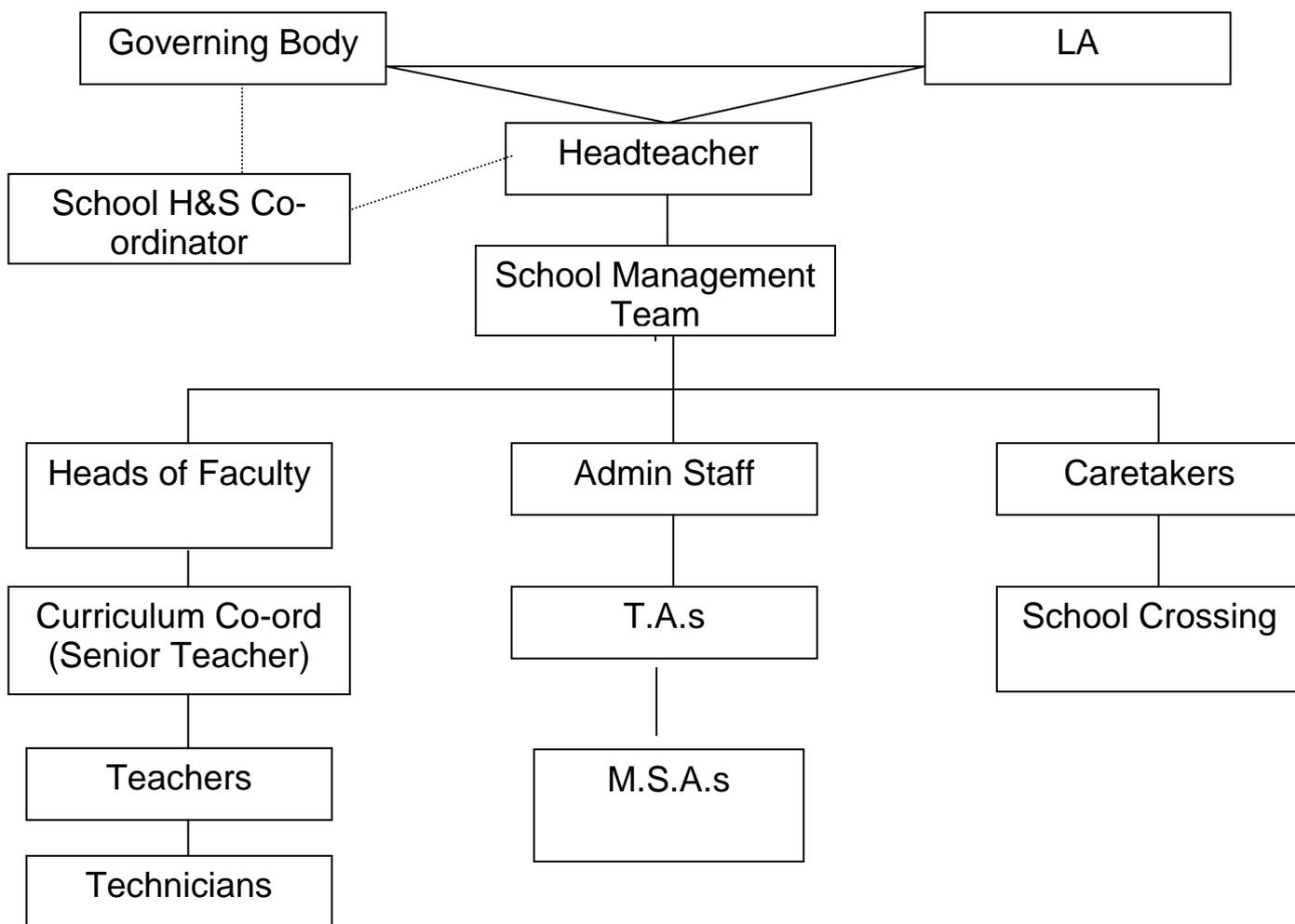
Educational visits will be organised following guidance contained in DfES (DCSF) documentation and the [Children's Services guidance document](#). The Educational Visits Co-ordinator is Joan Edwards.

REVIEW

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

Appendix 1

STALHAM COMMUNITY INFANT SCHOOL
HEALTH AND SAFETY ORGANISATIONAL CHART



Appendix 2

FIRE AND EVACUATION PROCEDURES

- Fire notices are displayed in every room.
- Escape routes are checked by Joan Edwards/The Site Committee.
- Fire Extinguishers are maintained and checked by Chubb Fire Limited every year
- Alarms are tested by T & P Fire Ltd every month.

Emergency evacuation procedure will be tested once every term.

PREMISES EVACUATION ARRANGEMENTS in case of an alarm being activated are as follows: -

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm by hitting the fire alarm button. They should then notify the main office of the exact location.
- The EMERGENCY WARNING is the ALARM SIGNAL ringing continuously.
- Headteacher will determine if there is a fire or false alarm. If there is a genuine fire will dial 999.
- On hearing the alarm, pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available marked escape route. The last person to leave the classroom must close the door. Pupils should walk in their class groups and remain with their teacher at the assembly point.

If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

In the event of an emergency during FORM TIME, BREAK or the LUNCH HOUR, pupils must leave the building by the nearest marked escape route and go to the assembly area for the site they are on at the time of the emergency. Pupils should assemble in Years.

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the Headteacher at the assembly point.

- The assembly area is:

School playground behind the reception block.

- Immediately pupils arrive at the assembly area, they must stand in their class groups in silence while staff check their registers. Registers, first aid boxes and visitors' book etc. will be taken out to the assembly point by Office. The result of this check must be reported to the Headteacher as soon as it is completed.
- Each teacher will check their classroom, Mrs Edwards will check toilet block in the main school and Mrs Dexter will check the toilets in the reception block. Mrs Edwards will check the hall.
- The Headteacher will liaise with the Fire Brigade on their arrival.
- When the Headteacher is satisfied that it is a false alarm, she will direct staff, pupils and visitors to return to the building.
- If the building cannot be reoccupied following an evacuation, arrangements will be made to contact parents.

Appendix 3

INCIDENT REPORTING AND INVESTIGATION

All incidents will be reported in accordance with guidance contained in [Section 12](#) of the departmental health and safety manual.

The Norfolk County Council Incident Report Form Book is kept in the main office.

To comply with the Data Protection requirements, individual incident reports will be removed from the Incident Book, passed to the Health and Safety Co-ordinator and stored securely to ensure that personal details remain confidential.

Minor accidents to pupils and visitors will be reported on the premises' 'Non-Employee Accident Record'. These forms are held in classrooms.

Investigation of Incidents and Remedial Action

Joan Edwards will investigate all incidents and make appropriate recommendations to the premises manager to prevent a recurrence.

Reporting

The person responsible for recording and reporting of incidents to County Hall and maintaining records

- At Stalham Infant School is Annabelle Cole
- At East Ruston School is Kelly Hansford