



Health & Safety Policy



Daffodil Preparatory School

Email address: info@daffodilprepschool.org.uk
Website: www.daffodilprepschool.org.uk

Tel: 0207 0011 411
161 Commercial Road
London, E1 2DA



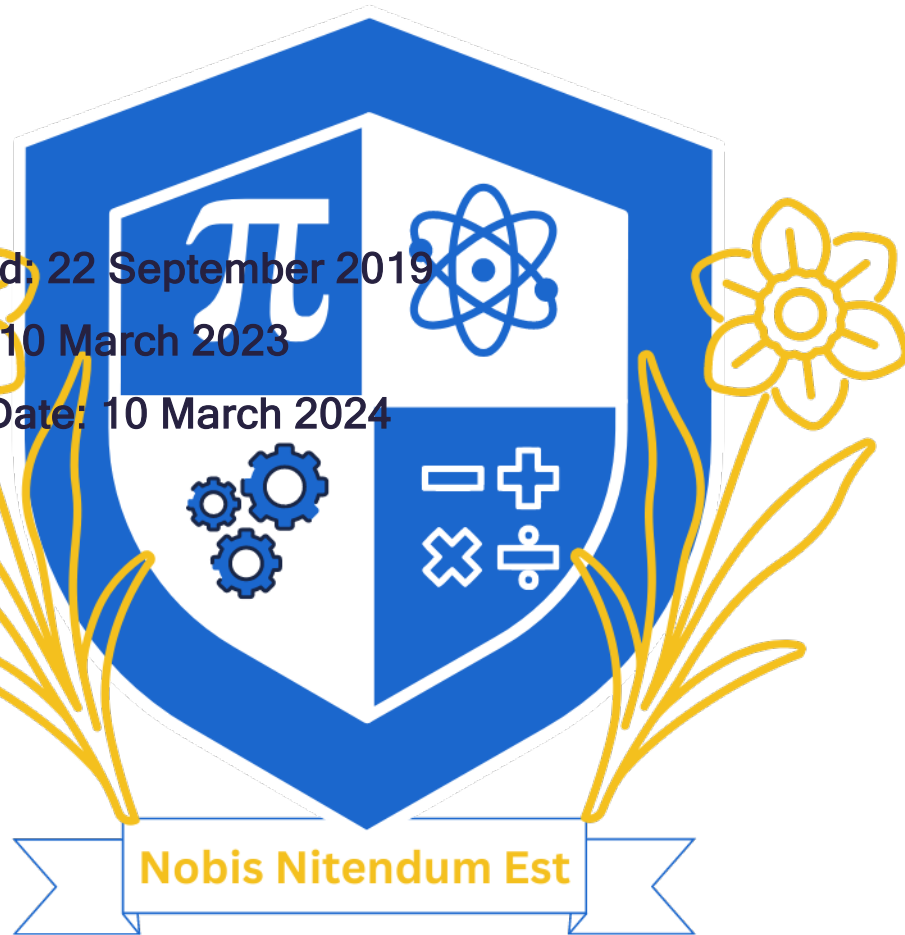
TABLE OF CONTENTS

HEALTH AND SAFETY POLICY - STATEMENT OF INTENT	4
Responsibilities	6
Teachers and Staff Members	7
Pupils	7
Parents	7
Gathering & involvement of members of the school community	7
Teaching children about health and safety issues	8
First aid provision	9
Fire precautions	10
Electrical safety	11
Special medical conditions	12
Road safety	13
Personal hygiene	14
Food and drink hygiene	15
Promoting healthy food choices	16
Recreation & Park Safety	17
Safety within the curriculum	18
A safe physical environment	19
Monitoring and evaluation	20

Date Published: 22 September 2019

Review Date: 10 March 2023

Next Review Date: 10 March 2024



Daffodil
PREPARATORY SCHOOL

HEALTH AND SAFETY POLICY - STATEMENT OF INTENT

The Governing Body of Daffodil Preparatory School will strive to achieve the highest health, safety, and welfare standards consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties. This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different risk areas. Details of how these areas of risk will be addressed are given in the arrangements section. So far as is reasonably practicable, with the help of its employees, the School will:

- Provide adequate control of school activities' health and safety hazards and risks
- consider our common law in loco parentis duties to all pupils in our care
- consider under Health and Safety at Work Act {1974} S3, our statutory duty of care to pupils and other non-employees
- consult with our employees {and their representatives} on matters affecting their health, safety, and welfare
- ensure all employees are competent to do their tasks and offer them adequate training where appropriate
- Provide information, instruction, training, and supervision for employees
- provide and maintain safe plant, equipment, and processes
- ensure safe handling and safe use of all hazardous substances
- prevent accidents and ill health by promoting safe healthy working conditions
- monitor and regulate the working environment to be aware of the philosophy contained within HSE documentation
- review and revise this policy as necessary at regular intervals, at least annually
- follow the employers related policies, guidance and instruction
- engage with the employers' statutory compliance systems and procedures

Nobis Nitendum Est

Daffodil
PREPARATORY SCHOOL

[Insert signature]

[TBC], Chair of Governors

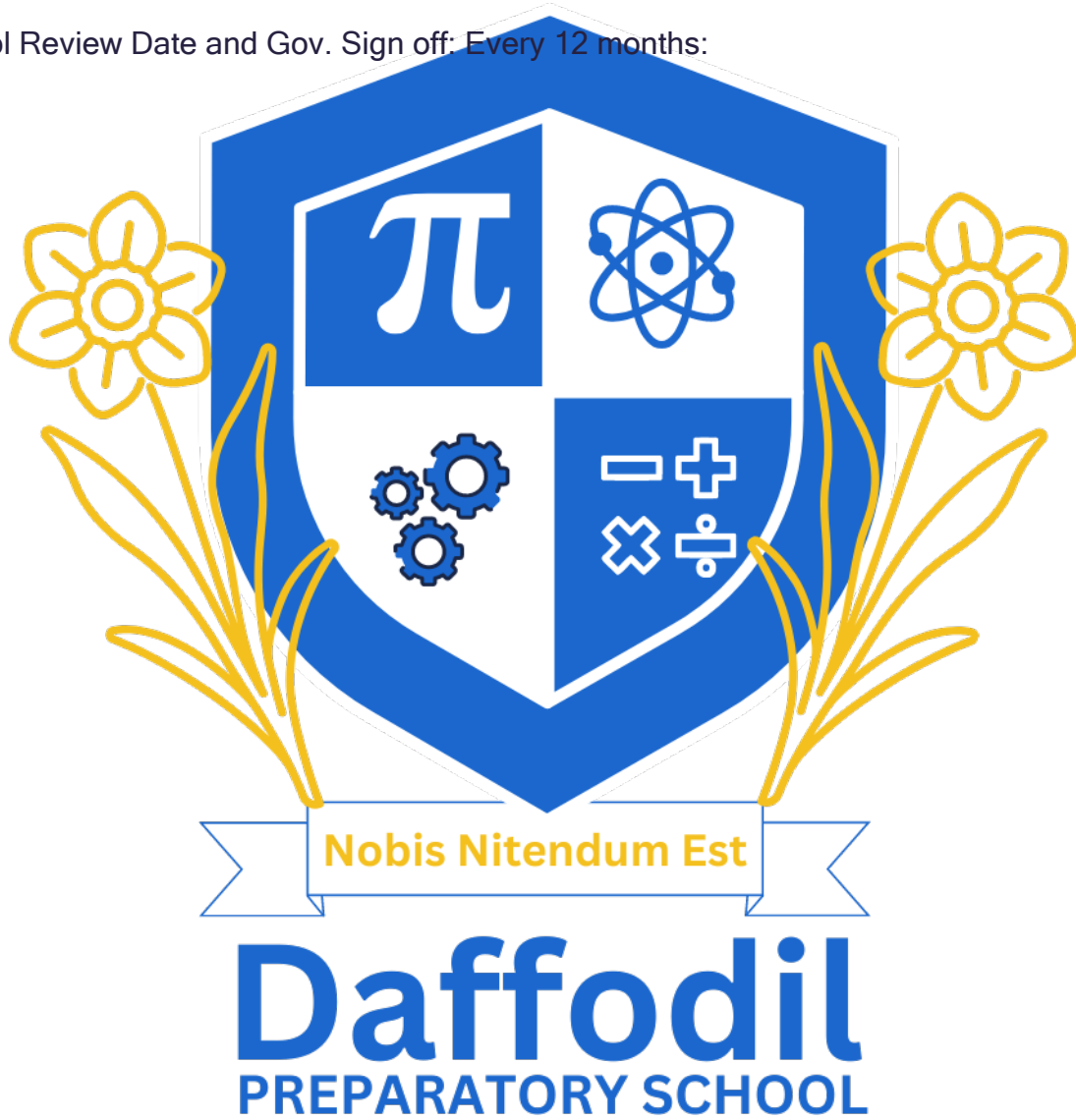
[Insert date]

[Insert signature]

[TBC] , Head teacher

[Insert date]

School Review Date and Gov. Sign off: Every 12 months:



RESPONSIBILITIES

It is the responsibility of all members of the school community (teaching and non-teaching staff, parents, pupils and governors) to follow this policy and ensure its implementation.

Governing Body

The governing body is responsible for health and safety matters at a strategic level and is to:

- ensure adherence to the local authority's health and safety policy, procedures, and standards.
- review the health and safety policy regularly and implementation of new arrangements where necessary;
- monitor, review, and evaluate the school's health and safety performance;
- provide appropriate resources within the budget to meet statutory requirements;
- promote a positive health and safety culture (via the nomination of a named health and safety governor), and;
- ensure that when awarding contracts, health and safety is included within specifications and contract conditions.

Headteacher

It is the responsibility of the Headteacher to take responsibility for the day-to-day operation of this policy. The Headteacher is also responsible for:

- making yearly inspections/risk assessments to ensure that a safe and healthy environment is maintained.
- establishing a system for the reporting, recording, and investigation of accidents and ensuring that this is applied rigorously.
- ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergencies and that fire-fighting equipment is available and maintained.
- all staff are competent to carry out their roles and are provided with adequate information, instruction, and training.
- accidents and incidents are reported promptly to the council and local investigations are completed promptly.
- the premise, plant, and equipment are maintained in a serviceable condition, and;
- close liaison with any trade union-appointed safety representative and with the school nurse.

Daffodil
PREPARATORY SCHOOL

Nobis Nitendum Est

Teachers and Staff Members

It is the responsibility of staff members to promote a spirit of safety consciousness amongst children, ensuring that they are conscious of their responsibilities in taking reasonable care for their own safety and that of others. Teachers will also:

- apply the school's health and safety policy and be directly responsible to the headteacher for the application of the health and safety procedures and arrangements;
- be good role models - vigilant and careful;
- take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others, and;
- provide opportunities for children to discuss appropriate health and safety issues.

Pupils

Pupils have a responsibility to develop a growing understanding of health and safety issues and to:

- conduct themselves in an orderly manner in line with the school codes, and;
- take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents

It is the responsibility of parents to ensure that children attend school in good health and provide prompt notes to explain all absences. Parents are also responsible for:

- ensuring early contact with the school to discuss matters concerning the health and safety of their children or of others.
- allowing children to take increasing personal and social responsibility as they progress throughout the school.
- accepting responsibility for the conduct of their children at all times, and;
- ensuring that the school has up-to-date contact addresses and telephone numbers.

Gathering & involvement of members of the school community

Issues of health and safety are discussed regularly at a staff meeting for teaching and support & admin staff; and at 'the Gathering' with parents and carers. There is a planned programme of training for teachers, teaching assistants, lunch supervisors, and administrative staff. Frank and open debate about health and safety issues is encouraged at governors' meetings, and governors undertake training, both centrally provided and in-school.

Daffodil
PREPARATORY SCHOOL

Teaching children about health and safety issues

The curriculum is rich in opportunities for children to consider health and safety issues.

These include:

- a programme of age-appropriate health education workshops;
- circle time - a forum for discussion held in every classroom once a week;
- the compilation of a set of rules to begin the school year by each class at the beginning of the autumn term, and;
- regular meetings of the school and class council.
- Accident prevention, reporting, and investigation

All staff and children are required to be vigilant in spotting potential causes of accidents and to take action to prevent these where possible. Any potential hazards should be promptly reported to the Headteacher or the Premises Manager. They will respond immediately to investigate and rectify the hazard.

All accidents are reported to the Head or a member of the SLT and recorded in the school Accident Book in accordance with local authority regulations. Parents are notified as soon as possible in the case of accidents to children. For this purpose, an up-to-date contact list is maintained by the school office. Prompt investigation of all accidents is undertaken by the Headteacher in order to establish cause and adopt remedial measures.

Nobis Nitendum Est
Daffodil
 PREPARATORY SCHOOL

FIRST AID PROVISION

A trained first aider is present in the school at all times. All teaching assistants receive first-aid training on a regular basis. A fully stocked first aid box is located in the medical room, lobby on each floor, and ground floor hall. These are regularly checked and maintained by the premises manager.

Where necessary, any responsible adult will summon an ambulance. If the school is unable to contact a parent (or the emergency contact) a member of staff will accompany a child to the hospital.



Nobis Nitendum Est

Daffodil
PREPARATORY SCHOOL

FIRE PRECAUTIONS

There is a set of written regulations for emergency evacuations. All staff and pupils are made familiar with these regulations.

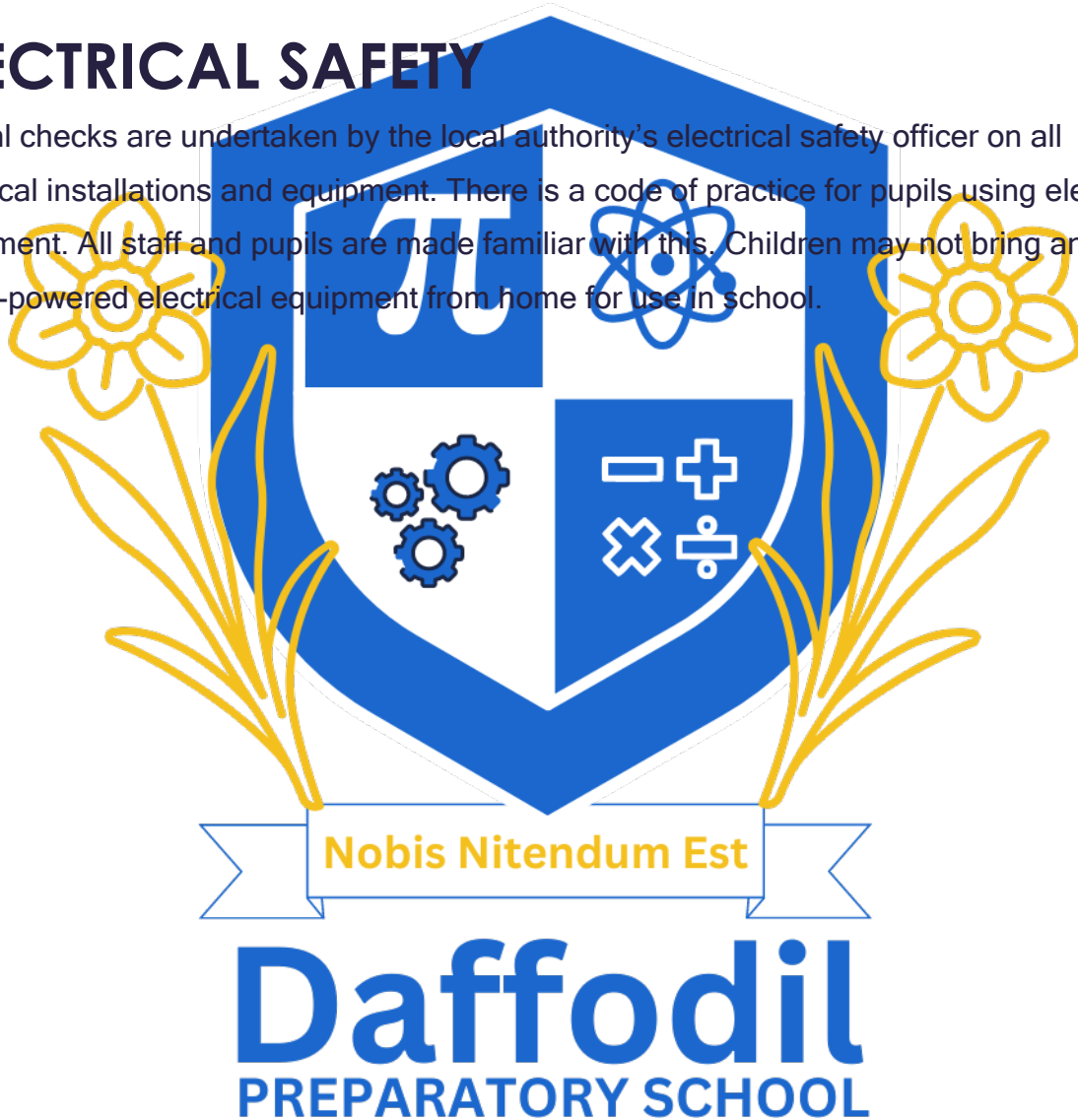
A termly fire drill is held, monitored and timed in accordance with guidelines from the local authority. Monthly checks and maintenance of fire alarms and firefighting equipment are undertaken by the premises manager. The local fire brigade periodically checks equipment, procedures, and exits.



Daffodil
PREPARATORY SCHOOL

ELECTRICAL SAFETY

Annual checks are undertaken by the local authority's electrical safety officer on all electrical installations and equipment. There is a code of practice for pupils using electrical equipment. All staff and pupils are made familiar with this. Children may not bring any mains-powered electrical equipment from home for use in school.



SPECIAL MEDICAL CONDITIONS

There is regular liaison with the school nurse or other relevant professionals concerning any children with special medical conditions. All staff are informed about any special medical conditions of all children in the school and about what response may be required in an emergency. All medicines (including inhalers) brought to school must be lodged with the school office and clearly labelled with the child's name, the dosage and the frequency of dosage must be provided in writing. All such medicines are stored in a cupboard in the school office medical cupboard. Eczema cream for daily use may be kept securely in the classroom.



Nobis Nitendum Est

Daffodil
PREPARATORY SCHOOL

ROAD SAFETY

The school has been working with the local authority's health and safety officer and the highway maintenance office to improve road safety around the school.



PERSONAL HYGIENE

A high standard of personal hygiene is encouraged 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. Pupils with long hair are encouraged to keep it always tied back.

There is coverage of 'menstruation' in the programme of Health Education for older pupils. A stock of sanitary towels is kept in the school office. Sanitary disposal equipment is available in the ladies' toilet, and the Year 5/6 girls' toilet, and is regularly serviced by an external contractor.

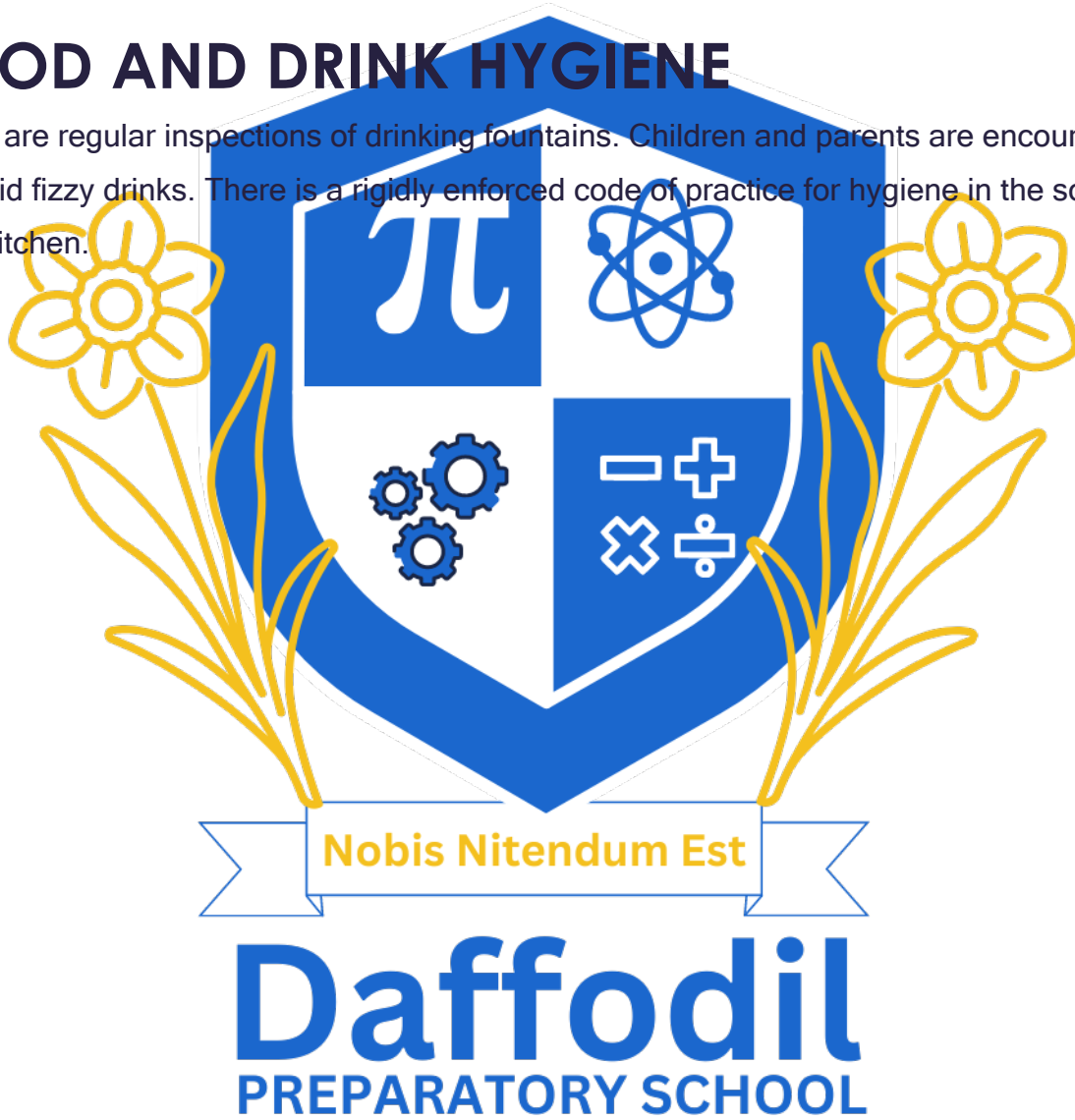


Nobis Nitendum Est

Daffodil
PREPARATORY SCHOOL

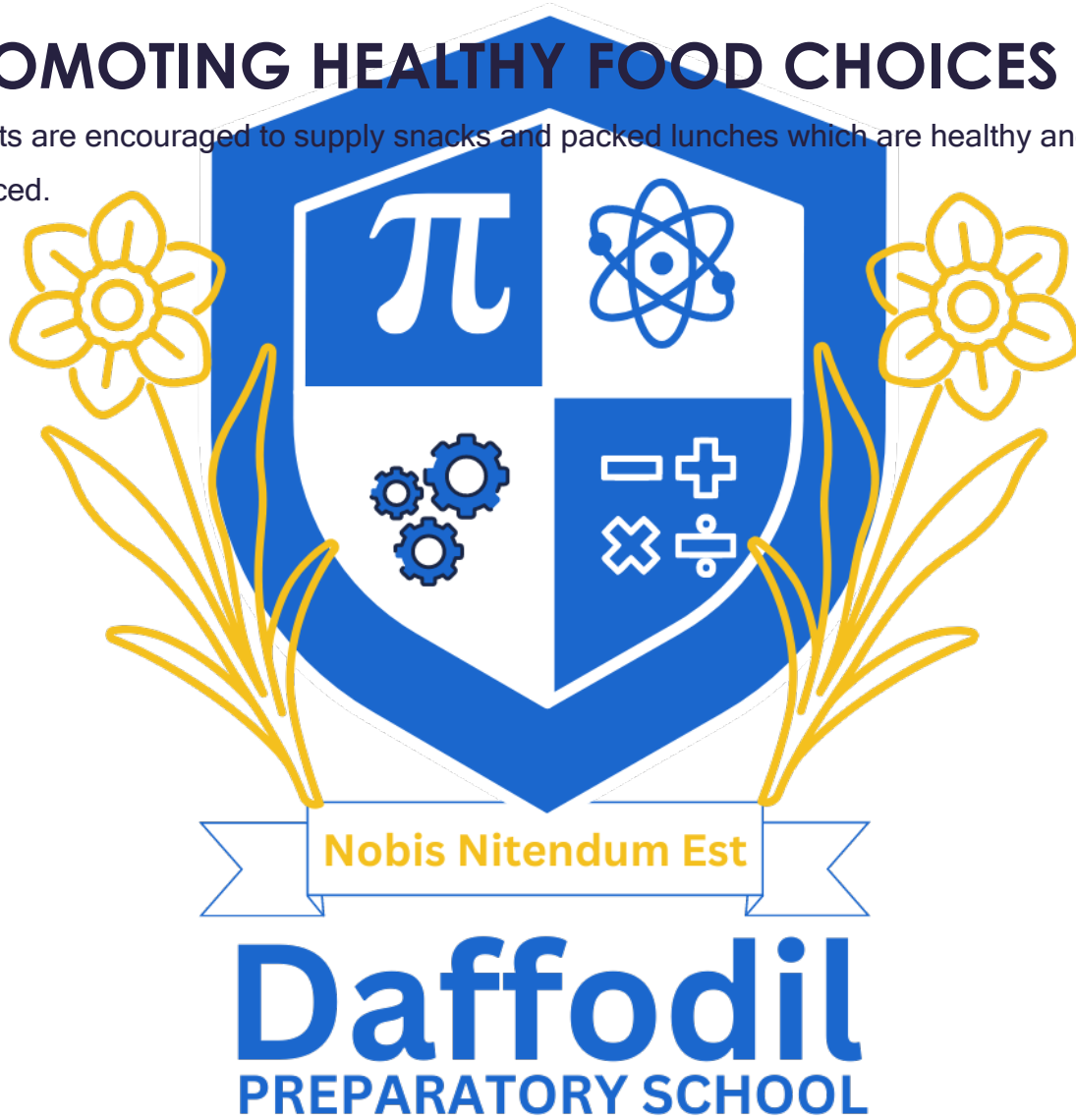
FOOD AND DRINK HYGIENE

There are regular inspections of drinking fountains. Children and parents are encouraged to avoid fizzy drinks. There is a rigidly enforced code of practice for hygiene in the school staff kitchen.



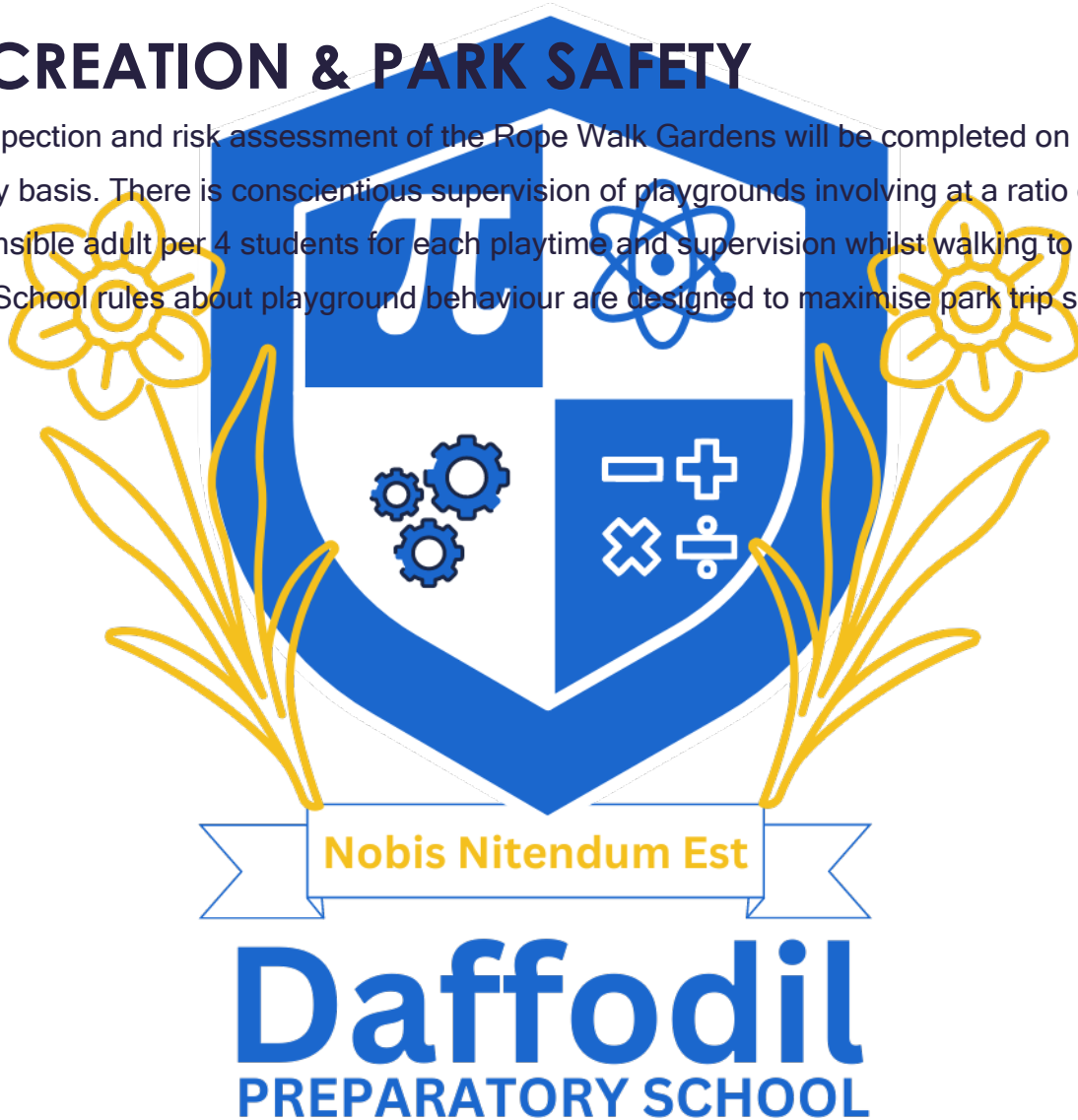
PROMOTING HEALTHY FOOD CHOICES

Parents are encouraged to supply snacks and packed lunches which are healthy and well-balanced.



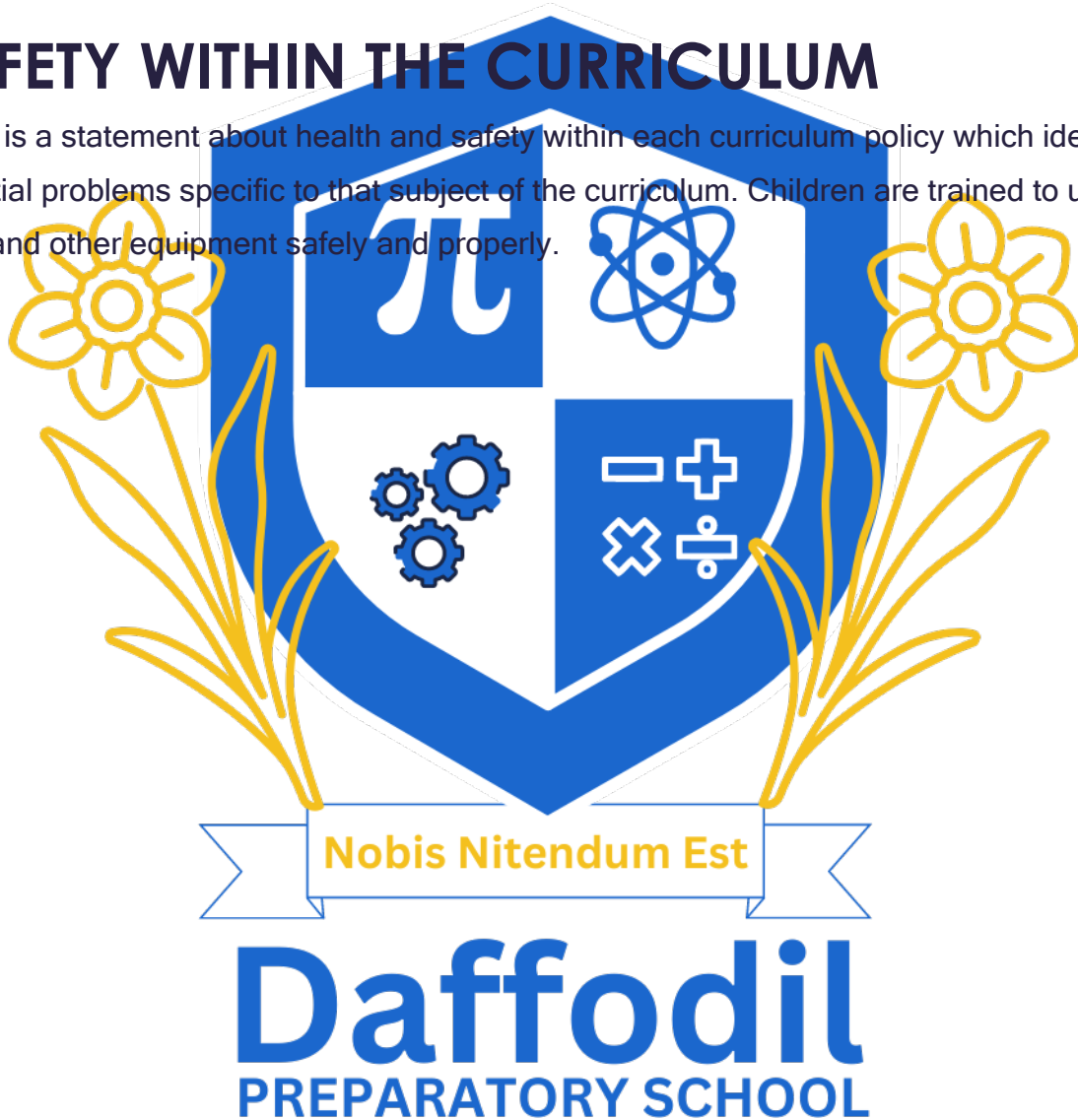
RECREATION & PARK SAFETY

An inspection and risk assessment of the Rope Walk Gardens will be completed on a weekly basis. There is conscientious supervision of playgrounds involving at a ratio of 1 responsible adult per 4 students for each playtime and supervision whilst walking to the park. School rules about playground behaviour are designed to maximise park trip safety.



SAFETY WITHIN THE CURRICULUM

There is a statement about health and safety within each curriculum policy which identifies potential problems specific to that subject of the curriculum. Children are trained to use tools and other equipment safely and properly.



A SAFE PHYSICAL ENVIRONMENT

A yearly inspection of the school is undertaken by members of the Health and Safety team.

There is a No Smoking Policy in all areas of the school buildings and grounds.

Care is taken to ensure the 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.

Children are taught to dispose of rubbish appropriately and any litter is promptly and regularly collected by the premises manager.

Children, parents, governors, and representatives of the wider community are involved in the planning, and, where practical, the implementation, of developments to the school environment (such as gaining permission from the council to use private gardens).

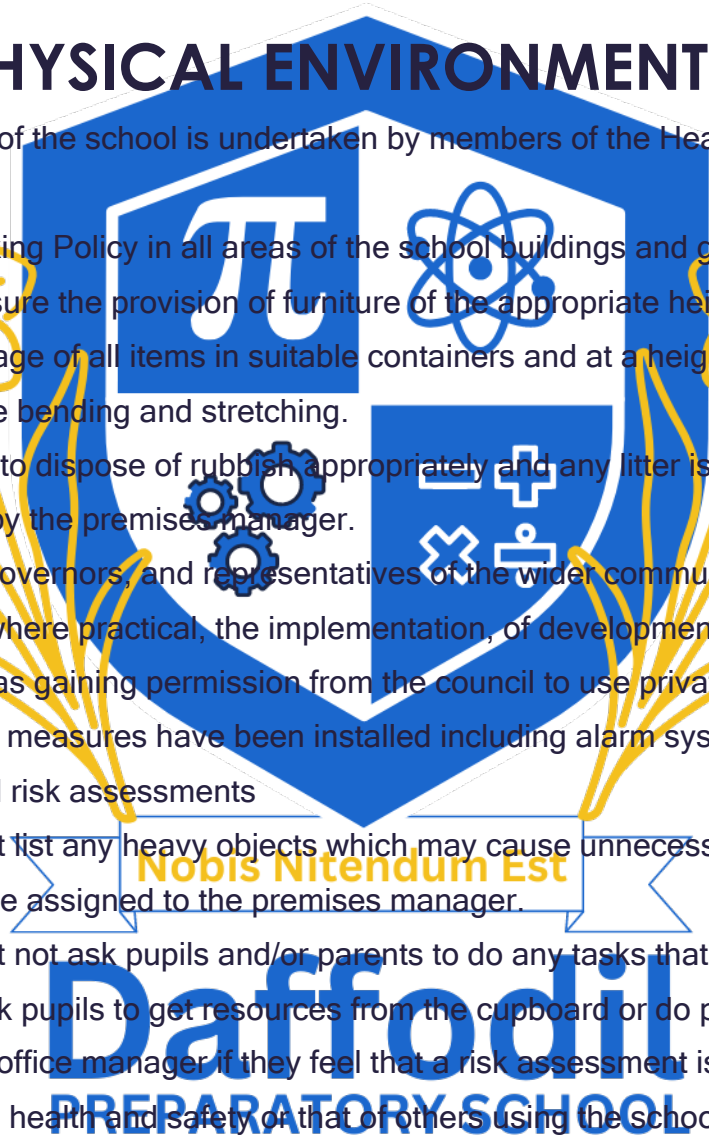
A variety of security measures have been installed including alarm systems and CCTV.

Personal safety and risk assessments

Staff members must list any heavy objects which may cause unnecessary injuries. Any such tasks should be assigned to the premises manager.

Staff members must not ask pupils and/or parents to do any tasks that may cause injuries or accidents e.g. ask pupils to get resources from the cupboard or do photocopying.

Staff must alert the office manager if they feel that a risk assessment is needed to safeguard their own health and safety or that of others using the school premises or under their care.



MONITORING AND EVALUATION

This policy will be monitored by the governor responsible for health and safety and/or the headteacher at least once annually, and reported to the Governing Body.

