

## Health and Safety Policy

Applies to Prep, Pre-Prep and EYFS



Reviewed and approved:	Head of Estates, Head, and Governing Body
	May 2025
Next review due:	May 2026

### Definitions and Applicability

This Policy should be read in conjunction with the following:

- Dragon School EYFS Protocols (Annex A)
- Dragon School Risky Areas Protocol (Annex B)
- Dragon School Safe and Healthy Space procedures (Annex C)
- Dragon School Health and Safety Reporting Procedure (Annex D)
- Dragon School Incident Response Plan
- Dragon School Fire Safety Policy
- Dragon School First Aid Policy
- Dragon School Risk Assessments
- Dragon School Safeguarding Policy
- Dragon School Security Policy
- Dragon School Smoke Free Policy
- Dragon School Trips and Education Visits Policy
- [DfE Guidance: Health and Safety responsibilities and duties for schools](#)

In this Policy:

- “Health and Safety Legislation” means the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, The Regulatory Reform (Fire Safety) Order 2005, the Food Safety Act 1990 and all other relevant legislation as amended and updated from time to time
- “School” means the Dragon School

### Policy Statement, Aims and Objectives

The School is committed to meeting its responsibilities under all relevant Health and Safety Legislation. Through all levels of management, the School is also committed to ensuring that

- All colleagues are **protected** as far as is reasonably practicable in respect of health, safety and welfare whilst at work;
- Students and members of the public including parents, visitors and contractors' employees who enter our premises are **not exposed to health and safety risks** during the course of their business as far as is reasonably practicable;
- No work is carried out by the school or contractors that is liable to expose colleagues, students or members of the public to **hazards** to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced; and
- All contractors are able to demonstrate that they have **suitable arrangements for securing** proper health and safety, including where necessary a written statement of policy.

In order to fulfil these commitments, the School will meet the following objectives:

- Provide conditions and systems of work for all colleagues that **prevent danger to health**. This requires that periodic risk assessments be carried out so that hazards and risks can be identified and necessary standards of safety adopted and enforced;

- Ensure that all plant and equipment is **maintained properly** and that none will knowingly be used when it presents risk to colleagues, pupils, contractors or members of the public;
- Provide means of **access and egress** that are **safe**;
- Provide comprehensive **information, instruction, training and supervision**, so far as is reasonably practicable, to ensure the health and safety at work of all pupils, colleagues and any relevant third parties;
- Ensure that the health, safety and welfare of all pupils, colleagues, contractors and visitors to the School are under **continuous review** by management at all levels;
- Ensure that safe arrangements are made for the **storage, handling and transport of materials and substances** around the School;
- Ensure that the designated Responsible Person within an area undertakes to **assess fire safety risks** and ensures measures resulting from these assessments are implemented;
- Ensure that, throughout the **food production** process, all safety principles and due diligence are adhered to;
- To ensure all colleagues and pupils will be **made aware of their responsibilities** to behave in a way that does not create a Health and Safety risk to themselves or others; and
- To ensure the school will have, and maintain and regularly test, up to date **fire procedures** and systems and documents; and ensure that all employees and students are familiar with them.

### Delegation of tasks

As with safeguarding, health and safety is everyone's responsibility. However, we maintain a clear structure of responsibility around health and safety within the School, with specific groups and individuals holding specific responsibilities.

### Governors

The Governing Body is responsible for ensuring that this Health and Safety Policy is reviewed and published each year and that a Governor is nominated to take a special interest in Health and Safety matters on behalf of the Board. This governor will attend an annual health and safety tour of the school site, with the Health & Safety Officer & Head of Estates.

Committees within the Governing Body, including the Risk and Compliance Committee, review and monitor health and safety within the school on a termly basis.

### Head and COO

The Head and COO have responsibility for the health and safety management of the School. They are responsible for the implementation of this and other health and safety related policies (listed above) and will delegate tasks to the SLT, Head of Estates, Health and Safety Manager, Heads of Department and any other colleagues in order to achieve this as they see fit. They are also responsible for co-ordinating the day-to-day activities of the School in accordance with this Policy's statement, aims and objectives.

This includes (but is not limited to):

- Ensuring that this and other relevant health and safety policies (listed above) are maintained and updated annually (or as required) and that all colleagues review these documents annually (or as required);

- Considering and responding to reports provided by the Health and Safety Officer to the Senior Leadership Team on at least a monthly basis;
- Reporting to the Governing Body as well as local/education authorities (if appropriate) where the Head's authority does not allow the elimination or reduction to a satisfactory level of a major risk or hazard, and to take all necessary short-term measures to avoid danger pending rectification.

#### Head of Estates and the Health and Safety Officer

The Head of Estates and the Health and Safety Officer are responsible for the following areas:

- Site security
- Prevention of unsupervised access by students to potentially dangerous areas (in cooperation with others as appropriate)
- Registration, control and management of contractors
- Site traffic movements
- Maintenance of School vehicles
- Testing arrangements, maintenance and records (including fire, electrical, gas, equipment, water quality, asbestos)
- Good standards of housekeeping (including drains, gutters etc.)
- Control of hazardous substances for grounds maintenance activities.

The Health and Safety Officer is responsible for reviewing and (in consultation with the Head of Estates and COO) implementing health and safety training programmes based on role need, as well as risk assessments.

The Health and Safety Officer will advise on and monitor the practical implementation and results of the health and safety policy carrying out inspections, assisting with risk assessments for administrative and support staff, and report to the SLT, Risk and Compliance Committee and Governing Body.

The Head of Estates and the Health and Safety Officer will provide advice and support where required to Heads of Department.

#### Heads of Department

The Heads of Department have day-to-day responsibility for the implementation of health and safety within their areas. This includes but is not limited to:

- Displaying details identifying any specific hazards within their departments and relevant protocols for managing these risks;
- Risk assessing their department and/or activities within their department;
- Implementing any specific regulations or maintenance requirements as required (e.g. kilns, gym equipment) and ensuring that correct clothing, equipment and machinery is available and properly maintained;
- Ensuring that department colleagues and visitors to their departments are adequately briefed about health and safety issues and arrangements;
- Reporting any accidents in line with the protocols in Annex D.

The Heads of Department may also delegate specific health and safety tasks to other colleagues, such as preparing risk assessments for department activities and or trips.

#### All colleagues

This policy is dependent upon the total co-operation of every person who works for the School. All colleagues must:

- Take **reasonable precautions** in safeguarding the health and safety of themselves and others, and especially the pupils in their care.
- **Observe** all health and safety rules and procedures implemented by the School.
- **Alert** management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.
- Ensure that no person uses a prescribed **dangerous machine** unless they have been fully instructed as to the dangers and the precautions to be observed and either have received sufficient training in work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine. No person under the age of 18 years should be allowed to dismantle or clean a prescribed dangerous machine.
- Ensure that all **visitors and contractors** are managed in line with the School policies.
- **Not misuse** any equipment provided for health and safety.

### Arrangements

The School has a number of arrangements in place for risk assessing and taking practical control measures to reduce issues relating to health and safety. These are developed both at an operational level (e.g. procedures around adverse weather) and by departments on an as-needed basis (e.g. weekend boarding house activities).

The School conducts annual fire training for all colleagues. Additional training required by colleagues in relation to their duties (e.g. minibus drivers, lifeguards, first-aiders and maintenance/grounds operatives) is delivered on an as-needed basis.

All procedures and arrangements relating to health and safety are reviewed annually by department leads, the Compliance Officer, and some by members of the SLT. Further information on a day-to-day basis can be accessed via the Health and Safety Officer and the Compliance Officer.

Please follow this link to access the risk assessments folder for further information. [Risk Assessments](#)

Signed: 

Head

Signed: 

Health and Safety Governor