

Health and Safety Policy



Applies to Prep, Pre-Prep and EYFS

Reviewed and approved:	Head of Estates, Head, and Governing Body
	June 2024
Next review due:	June 2025

This policy, consisting of 3 parts, is issued jointly by the Governing Body and Head of Dragon School.

- Part 1 – Statement of Policy and Intent – signed by the lead H&S Governor.
- Part 2 – Description of Organisational Roles & Responsibilities
- Part 3 – The School’s Arrangements for managing health and safety – signed by the Head

This policy incorporates guidance contained in the Department for Education’s document: [Health and Safety Advice on Legal Duties and Powers, 2014](#).

PART 1 – STATEMENT OF POLICY AND INTENT

The Governors of Dragon School recognise their corporate responsibility as an employer to provide a safe and healthy environment for the School’s teaching and non-teaching colleagues, its pupils and visitors. The Governors will take all reasonably practicable steps within their power to fulfil this responsibility. Specifically, Governors will:

- Ensure that the School’s policy and procedures, issued by the Head, are comprehensive and, when correctly applied, sufficient to meet the requirements of the [Health and Safety at Work etc. Act 1974](#).
- Establish and maintain the principle that health and safety is the responsibility of all colleagues. Line managers at all levels have an additional responsibility to take positive action within their executive control to ensure a safe and healthy environment.
- Foster a culture within which all colleagues accept responsibility for dealing with health and safety issues within their own competence and control.
- Ensure the availability of specialist health and safety advice and expertise to School management and colleagues.
- Require from the Head and COO a comprehensive annual report to the Governors’ Risk and Compliance Committee on the management of health and safety. Interim reports should be raised when substantive issues need to be brought to the Governors’ attention.

It is the intention of the Governors that for health and safety purposes the School will follow any guidance set out by [Oxfordshire County Council](#) and will apply all health and safety instructions issued by the [Department for Education](#).

This policy serves to articulate to all Governors, colleagues and stakeholders the necessary arrangements in place at Dragon School to secure compliance with all health and safety requirements. The Head and COO will monitor the implementation and continued efficacy of these arrangements, providing regular reports to Governors.

All colleagues are to read and understand both this policy statement and the organisational description and responsibilities contained in Part 2; in particular, all colleagues should be fully conversant with the School's arrangements in Part 3, and their responsibilities in ensuring a safe and healthy environment at Dragon School.

Reviewed and approved by the Governing Body

June 2024

PART 2 – DESCRIPTION OF RESPONSIBILITIES AND ORGANISATION

Head

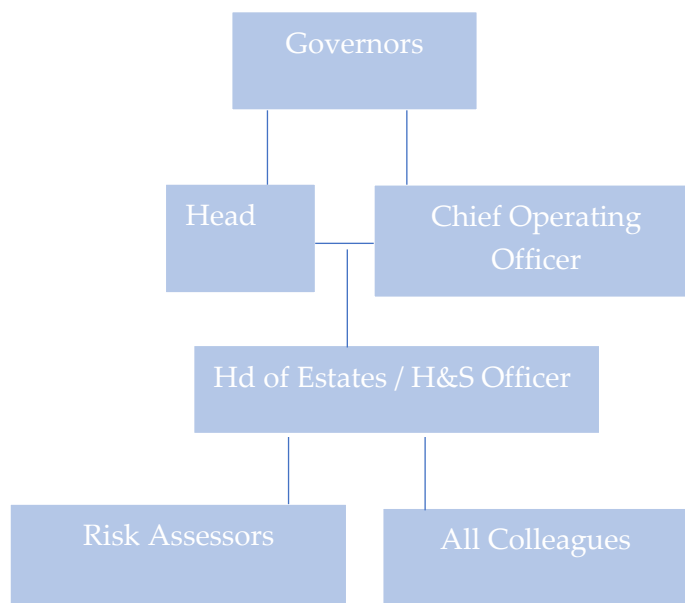
The Head of Dragon School is responsible to the Governing Body for ensuring the existence of an effective Health and Safety Policy at Dragon School. The process by which health and safety is to be managed within the School is through normal line management channels, rather than a specific health and safety committee or organisation. Specialist colleagues are available for advice and assistance. A programme of regular inspection, assessment and reporting will be carried out.

In broad terms, and whilst detailed responsibilities are to be discharged through Deputy Heads, the Head of Pre-Prep and Heads of Department/Activity (HoDs), the Head's specific responsibilities are as follows:

- To pursue the objectives of the Governing Body in respect of health and safety.
- To issue to all colleagues Parts 2 and 3 of this policy, detailing the arrangements in the School to cover all health and safety legal requirements, and to review this policy annually.
- To ensure that separate policies are published as follows:
 - Fire Safety Policy
 - Security Policy
 - School Trips and Education Visits Policy
 - First Aid Policy
 - Smoke Free Policy
- To ensure that an effective crisis management plan is in place, including the publication of effective policy and procedures (the Incident Response Plan); ensuring that such procedures are known to and practised sufficiently by all key colleague.
- To ensure that effective arrangements are in force to facilitate ready evacuation of buildings in the case of fire and other emergencies, and that suitable and sufficient fire-fighting equipment is available and regularly maintained; to ensure that such evacuation arrangements are regularly practised.
- To monitor the effectiveness of this policy and the School's arrangements through not only observation but also the inclusion of Health and Safety as an agenda item at all School Management Committee meetings and Senior Managers Meetings, thus ensuring that all HoDs report, regularly, on health and safety issues within their area(s) of responsibility.
- To ensure an annual report is provided to the Governors' Risk and Compliance Committee on all health and safety issues. Interim reports should be raised as required.

- To report to the Governing Body, and local/education authorities as appropriate, instances 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.

The functional organisation for the discharge of health and safety responsibility at the Dragon School, further described in subsequent paragraphs, is as follows:



It is, however, stressed that the effective discharge of all responsibilities requires the full and active support of all colleagues and pupils.

Senior Leadership Team and Heads of Department

SLT/ Heads of Department (HoDs) and/or Heads of Physical Area/Activity (HoDs in this context) are responsible for ensuring the provision of not only healthy and safe physical areas but also the safe conduct of all activity, both on and off site.

Specifically, and under the guidance of the Health & Safety Officer, they are to:

- Note all health and safety instructions and advice issued by the Governing Body and school specialist colleagues, and are to ensure that action is taken to bring these to the attention of all colleagues (via the Health and Safety Officer).

- Be available to any colleagues to discuss and to seek to resolve health and safety problems not resolved at either lower levels or through the established arrangements.
- Ensure that all areas/activities within their area of responsibility are inspected at least once per year and are to provide written reports of health and safety matters arising to the Head.
- Ensure all accidents are correctly reported and that all reasonable steps are taken to prevent recurrence. The Chief Operating Officer is to ensure that a system is in place for the efficient reporting, recording and investigation of accidents (See Annex D).
- Ensure that all visitors, including contractors, are informed of any hazards/risks within their area of responsibility. For HoDs involved in the processes of both selecting and managing contractors, further guidance is given in the School's Risk Assessment policy.
- Ensure the provision and use of any necessary protective clothing, equipment and machinery, and that it is properly maintained and/or renewed.
- Ensure that new staff are briefed about all health and safety arrangements, in particular ensuring they are given a copy of the School's policy.
- Ensure that all areas and activities under their management responsibility, not only physical buildings, grounds, plant and machinery, but also all activities conducted both on and away from school premises by children and colleague, are subjected to comprehensive risk assessment on a regular basis; that reports of such assessments are maintained and, where potential difficulty is identified or remedial measures required, advice is sought from the Health & Safety Officer. In particular, reference must be made to high risk areas of school – see Annex B. The Chief Operating Officer is to ensure an effective system for recording and regularly reviewing all risk assessments.
- Ensure that, during the conduct of risk assessments, consideration is given to ensuring that children are afforded adequate levels of supervision at all times, in all areas and in both teaching and non-teaching environments. HoDs are responsible for promulgating and ensuring the levels of supervision required, thus ensuring the safety of children undertaking all activities within their areas of responsibility.
- Be responsible for identifying hazardous substances and activities within their area of responsibility and for ensuring that written procedures and regular briefings are provided to all affected colleague and children.

- Display, on notice boards within their departments, details identifying all serious hazards, and are to further ensure that children are not afforded unsupervised access to areas containing such hazards.
- Ensure that all colleagues and children within their area of responsibility are fully conversant with and understand emergency evacuation procedures.
- Encourage all members of their department/area/activity to bring to their attention, at the earliest opportunity, all identified (real or potential) risks and hazards. HoDs are also to retain records of all risks/hazards so reported to them, with details of action taken.

Emma Goldsmith
Head

PART 3 – THE SCHOOL’S ARRANGEMENTS

All Dragon School Colleagues

All Dragon School colleagues are responsible, in accordance with Section 7 of the [Health and Safety at Work etc. Act 1974](#), for ensuring that they take care in their work for their own safety and that of children and other colleagues, and for providing full cooperation to the Governing Body, through Heads of Department (HoDs) and the Head, in the discharge of their responsibilities for the management of health and safety.

Individual colleagues are encouraged to take all available steps to ensure a safe and healthy environment for all. At the very least this will ensure that colleagues refer all perceived risks/hazards to senior management without delay.

The Governing Body has a responsibility for establishing, and all colleagues have a part to play in maintaining, a system that ensures that all reasonably practicable steps are taken, for the benefit of colleagues and children, to ensure:

- All additional measures required for EYFS are taken into account and detailed in a separate enclosure to this document (see [Annex A](#)).
- All high-risk areas of school are fully considered when planning all school activities and supervision of children (see [Annex B](#)).
- A safe and healthy environment in all areas of the School (see Annex C), and procedures that provide for both colleague consultation, including issues such as violence to colleague, and the availability of services for the management of occupational health and workplace stress (see [Annex C](#)).
- A No Smoking Policy applies to all areas of school.
- The safe conduct of all school activities, both at school and away from school premises. (with reference to the [Educational Trips and Visits Policy](#)).
- The safe, but restricted use of both school and other vehicles on and off site; further details are contained in the [Risk Assessment Policy](#) and individual Risk Assessments. Contractors are required to provide a banksman – and where such is not available a member of the school Estates or Grounds team will undertake this duty. (see [Annex C](#) regarding the selection and supervision of contractors).
- The appropriate and safe transport, storage, handling and use of hazardous articles, substances and equipment/machinery.
- The use of information, instruction, inspection and supervision to avoid/lessen the potential risks from hazards; and the efficacy of procedures to deal with the

evacuation of premises and other actions related to fire and other emergencies. (see separate [Fire Safety Policy](#))

- The procedures for reporting incidents, accidents and injury (see [Annex D](#)), and for the delivery of First Aid (see separate [First Aid Policy](#)), and for providing for the support of the School's general medical needs.
- An effective security posture - for safeguarding of children and the protection of property and assets. (see separate [Security Policy](#)).

Every colleague has a duty to take reasonable care of the health and safety of not only themselves but also of any other person who may be affected by their acts or omissions. They also have a duty to co-operate with the Governing Body and senior management so far as the requirements imposed upon them make it necessary for statutory duties to be carried out. No colleague is to interfere with or misuse anything provided in the interests of health and safety.

Colleagues are expected to:

- Know and observe any special safety arrangements applicable to their department(s).
- Maintain standards of good housekeeping, especially in relation to the safe storage/access to hazardous articles/substances, and cleanliness.
- Observe safety and hygiene standards in relation to dress.
- Display the ability to respond to fire and emergency procedures and to render aid, when trained, in the event of an accident.
- Use, at all times, items of clothing and equipment provided for hygiene and/or their own safety and, where applicable, to ensure that children under their control use similarly provided items.
- Co-operate with all other colleagues, when requested, in promoting improved safety measures.
- Co-operate with the Health and Safety Officer and all others appointed to discharge specific health and safety management responsibilities.
- Ensure that visitors/contractors whom they are sponsoring or escorting are made fully aware of all identified risks within the areas to be accessed, and of the requirement for the head of any visiting/contracted body to ensure that all involved comply with statutory health and safety rules and procedures.

- All Dragon School colleagues are responsible for ensuring that they have read and understood the local orders and instructions pertinent to their area of influence and responsibility.

Teaching (and associated Support) Colleagues (incl. Learning Assistants & ATs)

The safety of children and support colleague in classrooms, laboratories and workshops, and whilst undertaking organisational sport, games and activities, is the responsibility of the class or other teacher in charge.

Any teacher who feels unable to assume responsibility for the safety of children in their charge is to notify their HoD or the Head immediately.

Class and sport/activity teachers/takers are to:

- Carry out and record a risk assessment for each different facility and activity.
- Ensure that all teaching support colleague assigned to them are aware of their responsibilities for health and safety.
- Supervise children at all times.
- React to emergency procedures relating to fire and other hazards, and to administer aid as required.
- Be aware of and prepared to implement any special measures applicable to their particular teaching area/activity.
- Provide clear instructions and warnings as required.
- Ensure children follow safe working practices and procedures.
- Ensure children do not use hazardous equipment and/or substances without appropriate clothing, equipment, and supervision.
- Notify deficiencies and recommend safety improvements to their HoD as soon as it is practicable to do so.

Ensure that children in their charge at all times:

- Observe all safety rules, especially following colleague instructions during both hazardous work and emergencies.
- Do not misuse, neglect or abuse items provided for safety.
- Exercise personal responsibility for the safety of themselves and their classmates.

- Observe all hygiene and safety standards for dress.

Boarding House Parents (incl. Health Centre Colleagues) and Boarding Assistants (BAs)

The safety of children when present in their boarding accommodation areas is the responsibility of House Parents, assisted by Boarding Assistants.

For the purposes of health and safety, the Dragon Health Centre is deemed to be a boarding house and nursing colleagues considered House Parents, although it is acknowledged that day children also visit and are treated there.

Any Houseparent who feels unable to assume responsibility for the safety of children in their charge is to notify either their HoD or the Head immediately.

House Parents are to:

- Carry out and record a risk assessment covering each area of the boarding accommodation.
- Ensure that all Boarding House colleague are briefed and understand their responsibilities regarding health and safety.
- Ensure that boarders are regularly briefed regarding all known risks within the boarding areas, and that boarders are aware of and understand the procedures for emergency evacuation.
- Ensure that regular emergency evacuation practices are held, dates recorded and lessons learnt implemented.
- Ensure that boarders are supervised to a level commensurate with identified risks.
- React to emergency procedures relating to fire and other hazards and to administer aid as required.
- Be aware of and be prepared to implement any special measures applicable to their particular boarding area.
- Provide clear instructions and warnings as required.
- Ensure boarders follow safe practices and procedures.
- Ensure boarders are not given access to hazardous equipment and/or substances.
- Notify deficiencies and recommend safety improvements to senior management.

- Ensure that boarders in their charge at all times:
 - Observe all safety rules, especially following colleague instructions during both hazardous work and emergencies.
 - Do not misuse, neglect or abuse items provided for safety.

Support Colleagues - Administrative, Catering, Maintenance, Grounds and Cleaning

All support colleague (Administrative, Catering, Maintenance, Grounds and Cleaning) are responsible for ensuring that they:

- Are fully aware of their responsibilities in relation to not only their own health and safety but also how their actions and/or omissions could affect other school personnel, especially children.
- Have read and fully understand all departmental orders and instructions in relation to health and safety, including the risk assessments for their immediate work area and carrying out such risk assessments as required by line managers.
- Are fully aware of all applicable requirements when related to specialized areas such as the use of Display Screen Equipment, Manual Handling, the Control of Substances Hazardous to Health, and the use of vehicles, machinery and equipment.
- Do not use specialized/hazardous equipment/machinery unless specifically trained and/or authorized to do so by their head of department.
- Are fully conversant and comply with the special requirements for the use of hazardous chemicals/substance and personal protective equipment.
- Report immediately to their HoD any breaches of health and safety protocol and/or any occurrence or damage that could give rise to risk of injury.

Emma Goldsmith
Head

Annexes:

- A. Additional Health and Safety Arrangements for the Dragon Pre-Prep EYFS.
- B. Pupil Access to High Risk Areas of School and Grounds.
- C. Providing a Safe and Healthy 'Space' Environment.
- D. Reporting of Accidents and Injuries.
- E. Dragon School Health and Safety Qualifications

ANNEX A - ADDITIONAL HEALTH AND & SAFETY ARRANGEMENTS FOR THE DRAGON PRE- PREP EYFS

These additional arrangements apply to the Early Years Foundation Stage only.

These arrangements must be read in conjunction with the main body of the Health and Safety Policy and other school Health and [First Aid Policies](#).

The safety of EYFS children is paramount. Colleagues must remain vigilant at all times and keep a close watch on the children in their care. Colleagues must follow the established safety procedures at all times. Children in EYFs should be within sight or hearing of supervising staff at all times

School Responsibilities for EYFS

We ensure that all visitors to Early Years report to the School Office on arrival, sign the visitor book, get a visitors badge (to be worn at all times), and sign out through the School Office on departure. All times in and out must be logged, and visitors must be accompanied at all times.

We ensure that children are only handed over personally to the adult collecting them.

We ensure that we obtain prior notification in writing, by email or by telephone if the child is to be collected by someone other than the person who normally collects.

We ensure that security procedures are regularly reviewed; and that the procedures stipulated in Risk Assessment are followed at all times.

We ensure that the legal and appropriate adult:child ratio, as detailed in the [Statutory Framework for the Early Years Foundation Stage](#), is always observed.

Colleague Responsibilities

- Colleagues must keep accident records up to date and accurate.
- Colleagues must ensure that permanent play features such as slides and sandpits are safe and kept in good repair. Colleagues must notify Maintenance immediately if they are damaged, and place the item out of use until it has been repaired.
- Colleagues must regularly take registers to ensure that all children are accounted for, ensuring that headcounts are taken when moving between different areas of school.
- Colleagues must supervise children who are eating and drinking.
- Colleagues must supervise children in outside areas, being aware of any blind spots.
- Colleagues must encourage children to play safely and model safe practice.
- Colleagues must ensure that First Aid kits are readily available and appropriately stocked.

- Colleagues must be fully conversant with [Fire Evacuation procedures](#) and their role/responsibilities in the event of a fire.
- Colleagues must ensure that a written risk assessment is completed before any trip.
- Parents give blanket permission for children to leave the school site for all events listed on the School calendar.
- Colleagues must ensure that there is at least one person on any trip/outing who holds a current Paediatric First Aid Certificate.
- Colleagues must adhere to procedures set out within the School's Health Policies and Procedures and First Aid Policy regarding the administration of medicine and use and recording of Inhalers.
- Colleagues must take a mobile telephone on all trips/outings in case of emergency; colleague must also take contact details for each child. Colleagues must also take as necessary: First Aid equipment, hand wipes, inhalers/EpiPens, spare clothing and plastic bags.
- Colleagues must ensure that toys and resources are regularly checked to confirm that they meet all regulations and that they are regularly washed/sterilized.
- Colleagues must make safety checks of room and outdoor areas before activities begin. Colleagues must also remind children about safe practice whenever necessary.
- Colleagues must ensure that risk assessments for specific areas and activities are up to date and refer to the needs of children in the EYFS.

ANNEX B - PUPIL ACCESS TO HIGH RISK AREAS OF SCHOOL AND GROUNDS

Whilst all areas of school contain potential risks and risk assessments are in place to ensure that, where possible, risks are minimised, within the School and its grounds there are several areas of high risk.

Such areas are listed below with details of additional measures that must be in place and strictly adhered to by all colleague and children, to ensure that such areas are properly controlled/supervised.

In addition, children's awareness of these high-risk areas must be addressed during PSHEE sessions/lessons where appropriate at the start of each term.

Science Laboratories, DT Studio, Ceramics Studio Kiln Room, Cauldron

All Science laboratories including Prep areas, the Design Technology study, the Ceramics Studio Kiln room and the Cauldron Cookery Room, are to be kept locked at all times when colleague are not in attendance. In addition, children are to be told that they must wait outside these areas until a colleague arrives to admit them. The first lesson of each term in these facilities should include a brief talk on key safety issues.

Astros

All astro surfaces will in inspected by a colleague before training or matches commence, to ascertain if the weather conditions have made the area dangerously slippery. Areas that are flooded or hazardous under foot should not be used.

Swimming Pool

All entrances to the swimming pool, including the pupil changing areas are to be kept locked when colleagues are not in attendance. At all times when children are within the swimming pool area (including changing rooms) a colleague must be on poolside. The first lesson of each term should include a brief talk on key safety issues.

Climbing Wall

Children are not permitted to use the climbing wall unless they are under the direct supervision of a suitably qualified instructor employed by the school and only after they have been certified as safe to do so by a suitably qualified instructor. The first session of each term should include a brief talk on key safety issues.

Lynam Hall

Children are not permitted in the Lynam Hall unless accompanied by a Dragon colleague. In particular, the control room and cellar areas are to be kept locked at all times.

River Cherwell

The children are not permitted to be by the river unless accompanied by a Dragon colleague (for sculling, some lessons etc.).

Crossing Bardwell Road

The zebra crossing next to the Close is the only place where children are permitted to cross Bardwell Road. Children are to be given regular instruction on how to use the crossing. The crossing is to be supervised by a colleague during the main school day.

Crossing Woodstock Road

Children (Pre-Prep) crossing Woodstock Road are to do so only under the strict supervision of an appropriately trained (Oxfordshire County Council) Dragon colleague and at only the designated crossing point.

Boathouse

Children are not to enter the Boathouse (all is locked) unless there is a colleague present.

Conservation Area (including bee enclosure)

The Conservation area is out of bounds except when a colleague is present. Similarly, the bee enclosure is also out of bounds to children unless a colleague is present and the correct clothing is worn. High fences and locked gates prevent any unofficial visits. Supervising colleagues have been appropriately trained.

General Grounds (including trees/climbing)

Children are not permitted to climb trees etc. and those on patrol will check on this. Children must be made aware that there might occasionally be motor and grounds vehicles moving around school and that they need to remain vigilant at all times. Drivers of all vehicles being driven on site are required to adhere to a 5mph speed limit at all times, and are to be particularly attentive when approaching pedestrian crossing points and the corners of buildings.

Grounds Storage Areas

When Grounds colleague are not present within the Grounds Storage area, the large storage shed is to be kept locked at all times. Potentially dangerous machinery is not to be stored outside the secure storage areas. Signs are to be displayed stating the Grounds Storage areas are out of bounds to all children.

Maintenance Department

The Maintenance Department is out of bounds to all children and the entrance gate is to be kept locked at all times. Dangerous machinery/equipment is not to be stored in the yard.

ANNEX C - PROVIDING A SAFE AND HEALTHY 'SPACE' ENVIRONMENT

Outline

This document outlines the procedures for providing a safe and healthy environment, in terms of space and facilities, at Dragon School. It is not intended to deal with welfare and care policies but may refer to the facilities required to support such policies. The overarching statutory instrument for this policy is the [Health and Safety at Work etc. Act 1974](#), expanded by other regulations as shown.

The Requirement

Under the [Workplace \(Health, Safety and Welfare\) Regulations 1992](#), guidance is provided for the Education sector. These regulations cover all parts of the workplace (e.g. classrooms, offices and laboratories) and also deal with the grounds and common areas (e.g. corridors, stairs, car parks and walkways).

Dragon School is required to:

- a) Ensure a safe and healthy workplace.
- b) Provide welfare facilities for colleague and children, including providing employees with an opportunity to consult on and/or challenge the School's health and safety arrangements.
- c) Maintain all workplace facilities.

Risk Assessment

A key element to the provision of a safe and healthy space environment is an effective risk assessment regime. The School publishes a [Risk Assessment Policy](#) governing the conduct of risk assessments at Dragon School.

Repair and Maintenance

All areas of the workplace, together with the school equipment and devices used therein, are to be maintained in safe and healthy manner. To ensure adequate levels of maintenance, the Head of Estates is responsible for providing an effective fault/damage reporting system, effective premises cleaning, and both scheduled (statutory/mandatory) and preventative maintenance programmes.

It is the duty of all colleagues to report potential safety hazards as soon as possible after such hazards become apparent, using the CAFM system preceded, if particularly urgent, by a telephone call to either the Head of Estates or the Maintenance Manager.

Fault/Damage Notification.

The School provides a Computer-Aided Facilities Management (CAFM) system. All colleagues are to be aware of and use the established procedures for reporting faults and damage. Estates colleagues are to regularly monitor the database to ensure that repair work is correctly prioritised, that follow up action is timely, and that feedback is provided to the initiator at all stages.

Cleaning

Cleaning of the school premises is carried out through contract. The Chief Operating Officer and Head of Estates are responsible for ensuring the efficiency and cost effectiveness of this contract. Scope and frequency of cleaning, by area, is reassessed at contract renewal, with HoDs involved in the process as required.

Scheduled Maintenance/Testing (Statutory/Mandatory).

There is a requirement to ensure that regular, scheduled maintenance is programmed and undertaken. In this regard, particular attention is to be paid to ensure that periodic maintenance is carried out in the following areas:

- **Heating Plant (incl. Pumps) and Gas Appliances:** Contracted, annual 100% servicing or maintenance (plus a 6-monthly, interim safety check).
- **Lifts:** Contracted, Maintenance and serviced as per the Regulations (LOLER).
- **Portable Electrical Appliances:** In house or contracted annual 100% test of not only all inventoried items, but also personal items of House parents and boarders in school accommodation. Equipment brought into school by those hiring school residential facilities will also be checked in house.
- **Air Conditioning Plant:** Contracted 6-monthly, Maintenance or Service Check in accordance with Regulations.
- **Intruder Alarms and CCTV:** Contracted, 100% annual Service check, with interim service for monitored/Redcare alarms.
- **Fire Alarms:** Contracted, 4-monthly Maintenance or Service Check, contributing to full, annual 100% system component check.
- **Fire Fighting Appliances:** Contracted, annual check and servicing of all 1st aid Firefighting appliances.

- **Workshop Dust Removal Equipment:** Contracted, annual 100% safety and efficiency check in both Maintenance and DT Rooms.
- **Workshop, Grounds and Laboratory Equipment and Machinery:** Contracted 100% annual safety check, lubrication, servicing etc.
- **Kilns:** Contracted, annual maintenance and safety check.
- **Gymnasium and Equipment:** Contracted annual 100% safety inspection of Gymnasium and associated PE equipment.
- **Specialist Playground Equipment:** Annual safety inspection by authorised agent(s).
- **Pool Plant:** Annual maintenance.

Trees on School Premises

A biennial inspection, by a fully qualified arboriculture consultant of the school's trees, updating the school's tree survey report and producing a prioritised schedule of works required, especially highlighting urgent works required that are deemed to present a health and safety risk.

Electrical Installation Testing

All electrical installations are to be checked, by an approved testing authority, at least once every 5 years. A certificate of testing, and details of any remedial action required, is to be retained until superseded by the next 5-yearly test.

Asbestos Management

All school buildings and premises have been surveyed professionally for the presence of Asbestos, and survey records are amended as sources are removed or professionally encapsulated if new sources are identified. HSE are consulted and/or informed where appropriate. All new buildings acquired will be surveyed as part of the acquisition process. All minor samples identified during survey are identified in survey records, appropriate warnings displayed, and work is managed to ensure the appropriate briefing of colleague and contractors.

Water Borne Bacteria including Legionella

To facilitate the early detection of bacteria traces including Legionella, regular testing of potential sources for all such bacteria takes place under contract. In addition, hot water flow and return temperatures are checked monthly under contract – and appropriate records kept.

In addition, the following measures are to be enforced to lessen the possibility of bacterial build-up and to aid temperature monitoring:

- **Drinking Water Dispensers:** To be thoroughly cleaned under contract, in accordance with the manufacturer's instructions, at least once every 3 months. Filters etc to be changed via manufacturer's instructions and a record kept. All drinking water dispensers are labelled as safe to drink. All cold-water outlets in school are supplied with water that is safe to drink; in the Pre-Prep taps are labelled as safe to drink and where children can fill water bottles.
- **Shower Areas/Shower Heads:** To be thoroughly cleaned, under contract, at the end of each major school holiday, 2-3 days before the new term begins. Maintenance colleagues are to run all showers for at least 15 minutes on the day children return to school.
- **Water Storage Tanks:** Testing of water samples from all cold water tap outlets fed by storage tanks is to be undertaken, under contract, at least twice per year to ensure that water is safe to drink. Concurrently, cold water tanks are to be checked for external insulation and internal contamination.
- **Electronic Water Temperature Monitoring:** Testing of both hot water storage and hot water outlet temperatures is to be undertaken, under contract, on a monthly basis, with results recorded in the appropriate logs.

Preventative Maintenance

The Head of Estates will operate a rolling, preventative maintenance schedule. With regard to health and safety, the schedule must contain regular actions to:

- Prevent the risk of injury through falling tiles, through the annual inspection of roofing areas, ensuring that all loose or cracked tiles are scheduled for early replacement or re-fixing.
- Prevent trips and spills, through the annual inspection of all floor coverings, with noted defects scheduled for early repair/replacement.

- Prevent trips and the potential for fire, through curtailing the use of 'temporary' trailing electrical extension leads, with requirements for additional, permanent power outlets being scheduled for early installation.
- Prevent potential harm or injury from breaking glass, by adhering to a policy of ensuring that, on replacement, all glazed areas below 80cm, and all glazed areas irrespective of height in vulnerable areas (adjacent to playgrounds etc) are fitted with safety glazing.
- Prevent overflow and the ingress of water, leading to damp, damage and unhealthy living spaces, through the annual cleaning of gutters and rainwater goods, and scheduling of all notified repairs.
- Ensure that procedures are in place, and regularly reviewed, to safely store and manage all substances hazardous to health (COSHH); such measures to include the maintenance of an up-to-date, and readily available in both hard copy and electronically, library of appropriate datasheets for substance in use.

Training

Job-specific training and/or guidance is given, either by specialist external trainers or by the School's Health and Safety Officer, to colleagues who are engaged in potentially risky activities (e.g. Science, Design and & Technology, PE and Maintenance), or who take part in visits out of school. The School regularly carries out and/or hosts training/familiarisation in fire safety, first aid, ladder use, manual handling, minibus driving and swim rescue.

Safety Equipment

The School ensures that children always wear the recommended protective equipment both in curriculum activities and in organised sport. It follows, therefore, that if children arrive for sport or activity without the appropriate, personal protective items they will be excluded from taking part.

The School supplies cricket helmets, and goal keeping equipment for hockey and football; and also provides safety goggles, gloves and overalls for Science and DT. Colleagues are supplied with all the safety equipment needed for their work, such as ear-defenders, reinforced footwear, gloves, masks etc.

Colleague induction training makes clear that failure to wear the equipment can be treated as a disciplinary issue. Personal Protective Equipment is purchased for individuals free of charge; and colleague are responsible for ensuring such equipment is maintained in a serviceable condition and replaced when necessary.

Contractors

The school will take care in selecting contractors to work in the School. Due regard will be given to reputation and reliability, and appropriate clearances and background checks. The Estates Department will maintain a contractors' pack for each contractor/job, requiring certificates of compliance to be completed by the contractor, and the pack will detail the responsibilities of both contractor and School.

ANNEX D - REPORTING OF ACCIDENTS AND INJURIES (INCLUDING NEAR-MISSES)

Reporting Near-Misses and Other Incidents

Near-Misses and other safety related incidents that do not result in an actual injury are reported to HoDs and then logged as an incident on the CAFM system. The Health & Safety Officer will investigate, and if necessary, further action is taken to reduce the likelihood of a recurrence.

Accidents/Incidents that Require Recording and Reporting

At Dragon School all accidents and incidents that result in an actual injury (see definition below) are to be reported using the on-line report which can be found on the school Portal under KACE. The on-line report has a pre-determined, email distribution to appropriate managers.

Reports are generally to be raised by the colleague supervising the injured person at the time of the accident/incident – in cases where injuries occur during times when direct supervision may not be present, the colleague member who attends or is first made aware should initiate the report.

Definition of Injury (for Reporting Purposes)

The supervising colleague may use their judgement for minor bumps and grazes and minor playground collisions. However, on all occasions when the injured party has to visit either the Dragon Health Centre or hospital a report must be raised; it is also considered appropriate for all head injuries to be reported.

Colleagues are encouraged to report near misses, or trivial accidents that could potentially have been more serious, so that they can be investigated, and any defects put right.

Progressing of Reports

Once raised, reports are progressed by Dragon Health Centre (DHC) colleagues, the Health & Safety Officer and management as required.

DHC colleagues ensure that the appropriate medical information is recorded and followed up – and they also play a vital role in ensuring the initial reports are created.

The Health & Safety Officer is automatically included in the distribution of all injury reports, and is responsible for providing regular, reports to the Senior Leadership Team and the Lead Nurse reports to the Governing Body. In addition, the Health & Safety Officer is responsible for taking any statutory action required for Notifiable Accidents under the Reporting of

Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Electronic records are to be maintained by the Health and Safety Officer of all upward reporting action, including RIDDOR.

Accident Investigations

All notifiable (RIDDOR) accidents, and all other serious accidents must be investigated by Health & Safety colleagues to:

- Prevent recurrences and learn from events
- Keep statistics so that trends can be identified and discussed by the Senior Leadership Team and Governing Body
- Report to insurers in support of a claim (if appropriate)

The investigation will normally be carried out by the Health & Safety Officer in the first instance, but will inevitably involve other colleagues; children should only be spoken to following prior consultation with the individual's tutor/Houseparent. Witness statements may be taken, and in serious cases, a full written report, including photographs and recommendations will be produced for the Senior Leadership Team.

The Senior Leadership Team discusses accident and injury reports on a monthly basis.

Promoting Awareness

All new colleagues are made aware of the School's reporting policy during induction training, and are further advised to read and understand all Health and Safety policies and procedures. A list of children requiring Epipens is distributed regularly by the Dragon Health Centre, for display in classrooms etc., together with a map showing the location of 1st aid kits around school. The School Senior Nurse is responsible for checking that all first aid boxes and eye washes are kept replenished, and for organising first aid training as required.

What Is A "Notifiable" Accident?

The [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 \(RIDDOR\)](#), places a statutory duty on employers (and others) to report work-related deaths, major injuries, injuries lasting over 3 days, work-related diseases, and dangerous occurrences (near misses) to the Health and Safety Executive (HSE) via the national Incident Contact Centre (ICC); who will pass details to the local office.

Employees and Contractors

RIDDOR specifies that the following work-related accidents to employees or contractors working on the premises should be reported:

- Immediately - accidents which result in death or major injury.
- Within 10 days - accidents which prevent the injured person from continuing his/her normal work/studies for more than three days.

The HSE's leaflet: Incident-reporting in schools (accidents, diseases and dangerous occurrences), defines the list of reportable major injuries. It also explains the procedure for reporting an accident.

<http://www.hse.gov.uk/pubns/edis1.pdf>

Children and Visitors

RIDDOR requires that accidents to someone who is not at work (i.e. children and visitors) should be reported to the ICC if "The person is killed or taken to hospital, and the accident arises out of or in connection with the work activity". The last category is described by the HSE as covering: "Work organisation (e.g. the supervision of a field trip)", "Plant or substances (e.g. lifts, machinery, experiments etc.)", "The condition of the premises.....", "Curriculum sport/activities [that] result in children being killed or taken to hospital". Playground accidents that do not require a child being taken to hospital are only reportable if they result from "the condition of the premises or equipment, [or] inadequate supervision". The notification process for children and visitors is identical to the one for colleague.

Riddor Report Submission

The Health & Safety Officer is responsible for all RIDDOR reporting. All accident reports and upward reporting is to be annotated when RIDDOR action has been taken.

Experience shows that the RIDDOR reporting process can be somewhat confusing, and discussions with the ICC colleague often result in conflicting advice. For this reason, only the Health & Safety Officer, or Head of Estates/Lead Nurse in the absence of the Health & Safety Officer, is permitted to submit RIDDOR reports for accidents and injuries occurring at Dragon School.

ANNEX E – HEALTH AND SAFETY QUALIFICATION

The following Health and Safety qualifications are held by Dragon Colleagues.

H&S Officer has the NEBOSH General Certificate in Occupational Health and Safety