



Health and Safety Policy

This document outlines the policies and procedures of Drumduan School with regards to health and safety, with the aim of protecting the health and safety of the whole school community and all the other people who may be affected by our activities and environment.

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1. Health & Safety Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, staff and all those involved in our school community, so far as is reasonably practicable, and to provide such information, training and supervision as they need for this purpose.

We also accept our responsibility for the health and safety of other people who may be affected by our activities and environment.

The allocation of duties in safety matters, and the particular arrangements which we will make to implement the policy, are set out below.

The policy will be kept up-to-date, particularly if activities or circumstances change within the school, and to ensure this, the policy and the way it has been operated, will be reviewed annually, or more frequently if necessary.

2. Responsibilities

Overall and final responsibility for health and safety at Drumduan School rests with the Board of Trustees.

The Facilities Manager is the appointed competent person responsible for the day-to-day supervision and implementation of this policy, working in close collaboration with the Operational manager and other staff, and reporting to the Board of Trustees.

All members of the wider school community have a responsibility to cooperate with and assist their colleagues, in order to achieve a healthy and safe school environment and to take reasonable care of themselves and others.

Any member of the school community whose circumstances change in any way that might affect their own or others' health and safety -for example, pregnancy, epilepsy, allergies etc- should talk with the Administration Coordinator about this so that appropriate support can be given where necessary.

It is important that whenever anyone within the school community notices a health and safety problem which they are not able to put right themselves, they bring this to the immediate attention of the Facilities Manager and/or Operational Manager.

3. Consultation

All members of the Drumduan School community must always be given the opportunity for consultation on health and safety matters, and special consideration will be given to the need to consult individuals before giving them particular health and safety responsibilities.

Any person who does not fully understand or who does not agree with working methods or situations within the school should immediately stop what they are doing and consult the Facilities Manager or the Operational Manager. If necessary, expert external advice will be obtained to determine specific health and safety risks.

4. Licences and Insurance

Details of specific licences and insurance policies relating to Drumduan School and its activities are held by the Facilities Manager.

5. Housekeeping

Drumduan School will endeavour, so far as is reasonably practicable, to keep all buildings, facilities and equipment maintained to an appropriate standard.

Buildings and school grounds will be kept clean and tidy.

The School will provide a safe place for pupils, employees and helpers to work by ensuring, as far as is reasonably practicable, that all classrooms, laboratories, workshops, offices and premises are maintained in a safe condition and provided with safe means of access and egress.

Equipment will be stored in an orderly, correct and appropriate fashion.

Maintenance Schedules will be drawn up by the Facilities Manager in close collaboration with those involved. The day-to-day running of these will be the responsibility of the appropriate, individual departments within the school. The School will organise and control the handling, use, storage and transport of articles, substances and materials to prevent any risk to health or safety. The School will provide and maintain all necessary welfare facilities for pupils, school staff and helpers.

The School will ensure that all pupils are properly supervised, at all times, on school premises, trips and outings. The appropriate form of consent by parents/guardians must be completed for all pupils participating in trips or outings.

6. Electrical Safety

All electrical appliances undergo regular electrical safety inspection (Portable Appliance Testing). Without exception, any electrical appliance brought directly into the school must first be given to the Facilities Manager for an electrical safety inspection prior to use within the school.

7. Risk Assessment

Drumduan School recognises that the assessment of risk is critical in the management of good health and safety in the school. It is fundamental to be clear, however, what the differences are between **RISK** and **HAZARD**

HAZARD: Something with the potential to cause harm

RISK: The likelihood that the harm from this hazard is realised, and the severity of the outcome if it does.

There are 5 main steps in risk assessment, outlined below:

1. Look for and identify the hazards
2. Decide who or what might be harmed, and how.
3. Evaluate the risks and decide whether existing precautions are adequate or whether more should be done.
4. Record your findings
5. Review the assessment and revise if necessary.

Risk Assessment forms a crucial part of the Drumduan Health & Safety Policy. Regular review of these risk assessments is also crucial to on-going management of our policy.

8. Emergency Procedures: First Aid

Cover is available, at all times during school hours, via the School Reception Office. All staff are trained in Emergency First-Aid at work (incorporating paediatric topics and skills)

First Aid Boxes are located in the School Reception (Lower School); the Upper School and in the Kindergarten. There is also a First Aid Box in each of the school minibuses. These are restocked as items are used. An accident/incident report book is located in the School Reception and also in the Kindergarten. (See First Aid policy). [Drumduan](#)

9. Emergency Procedures: Fire Procedures

Regular inspections and tests of all fire extinguishers, fire alarms and fire exit signs etc. are carried out and are the overall responsibility of the Facilities Manager. Regular Fire drills are also held, involving the whole school community, and it is the responsibility of all staff and those with authority to familiarise themselves with the procedures, exit routes and assembly points for their particular areas. (see Fire Safety policy).

10. RIDDOR

Drumduan School will report all accidents / incidents as necessary under the terms of RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences 1995.

This will be done by the Facilities Manager or, in their absence, the Administration Coordinator, as quickly as is practicable, and then followed up in writing within ten days of the reportable incident.

11. Monitoring of Health & Safety

Drumduan School will maintain an active policy of monitoring the health and safety of its community, with regular review and auditing of its Health and Safety Policy. As part of this process, training will be given where necessary.

12. Compliance with the Law

Drumduan School is a responsible institution that aims to comply with all aspects of UK law. This Health & Safety policy reflects the guidance in the following legislation:

The Health & Safety at Work etc. Act 1974

Management of Health & Safety at Work Regulations 1999

The Health & Safety at Work etc. Act 1974 places responsibilities on both employers and employees to ensure that what they do does not endanger the health and safety of themselves or others, by acts or omissions.

13. Application in Law

This policy statement supersedes and replaces any previous policy statements. The contents of this policy statement have been agreed with the Core Group and the Board of Trustees.

14. Contractors & Visitors

Effective collaboration between Drumduan School and all contractors is essential and, to this end, the School aims to assess the competence of any contractor on site, seeking specialist advice if necessary, and requires of its contractors a demonstration of their commitment to recognised codes of practice.

Drumduan School also aims to oversee the planning and organisation of the relevant risk assessment for contractual work, to control and monitor any work in progress and to obtain the relevant paperwork on contract completion with a re-assessment of health and safety monitoring for the future.

Drumduan School has procedures in place for the monitoring of visitors on the school site.

15. Distribution of School Health & Safety Policy

Copies of the Health & Safety Policy Document, and any future revisions of this document, will be supplied to all relevant members of the school community and a record of this distribution will be kept by the School Administrator at reception.

Copies will be placed in:

Staff Room
School Reception
The Main Hall
The Bothy
The Upper School Hallway

16. Useful Contacts

Health & Safety Executive Information Line: 08701 545500 / 02920 859260 Fax.

www.hse.gov.uk

HSE Information Services

Caerphilly Business Park

Caerphilly

CF83 3GG

RIDDOR: 0845 300 9923

Action	By Whom Date
Reviewed	G. Barrett May 2021
Reviewed	R. Tait June 2023
Date of next review	June 2024