



HEALTH AND SAFETY POLICY

This policy applies to all pupils in the school, including in the EYFS

STATEMENT OF INTENT

The School aims to provide, insofar as is reasonably practicable, a healthy and safe environment at work for all staff, pupils, and other people on the premises; and to provide sufficient information, instruction, training and supervision to ensure that all employees are aware of any environmental hazards together with the necessary measures to be taken to protect against them.

The School aims to ensure that:

- (i) All employees make themselves aware of relevant Health and Safety issues, regulations, practices and school procedures for all areas of school activity, whether on or off the premises.
- (ii) Staff and pupils work collectively to secure safe environments and procedures.
- (iii) A suitable management structure, the Dolphin Organisational Chart, has been created to make sure that arrangements for Health and Safety are monitored so that an effective response can be made to issues and incidents, enabling high standards of safety to be achieved, maintained and improved.
- (iv) Training needs are identified and appropriate training is offered.

All staff have a duty to take reasonable care for the Health and Safety of themselves and of fellow employees, pupils and other persons, who may be affected by their acts and omissions at work. They are responsible for co-operating with the head, the bursar and other members of the Senior Management Team ("SMT") in order to enable the School to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.

A copy of this statement is issued to all employees and is available electronically on the computer network. It will be reviewed as necessary.

Signed:



Date: 16/10/2020

Chairman of the Orchard Trust

Part 1

MANAGEMENT STRUCTURE

INTRODUCTION

The members of the Dolphin School Ltd are responsible for ensuring the implementation of this Health and Safety Policy.

The Members delegate responsibility for health and safety management to the Head and Bursar.

In order to ensure compliance with the law and the school's Statement of Intent the Head will arrange appropriate delegation of health and safety management issues as detailed in this part of the Policy.

The Head, Non-Executive Director of LLP and Bursar have overall responsibility for Health and Safety at work. This responsibility is delegated to those shown below to see, so far as is reasonably practicable and within the limits of their authority, that those parts of the school for which they have delegated powers are safe places in which to work. It is their responsibility to report to the Head, Non-Executive Director of LLP and Bursar any matters or situations which in their opinion might be, or might lead to, a Health or Safety hazard.

Dolphin Organisational Chart

Level 1 The Head

Bursar; Deputy Head

Level 2 Line Managers

Level 3 Every member of staff reports to their Line Managers

Allocation of Functions

Level 1 Take day-to-day responsibility for Health and Safety matters in the School.

Liaise on policy issues.

Ensure that the Health and Safety policy is activated.

Level 2 Take day-to-day responsibility for Health and Safety matters in the School.

Draw up departmental procedures and review annually - including risk assessment.

Arrange for staff to be informed/trained.

Check procedures are followed in Departments.

Take appropriate action on reports from Level 3 within agreed time scale and report problems to Level 1.

Health and safety meetings, where staff are represented take place each term.

Decisions are minuted and held in the Bursar's office and G/Health&Safety/H&S meetings.

Level 3 Take day-to-day responsibility for Health and Safety matters in the School.

Check classroom/work area is safe.

Check equipment used is safe before use.

Ensure safe procedures are followed.

Ensure protective equipment is used.

Report defects to Level 2.

HEAD WILL ENSURE:

- The promotion of a health and safety culture within the school and on off-site visits in order to prevent accidents, work-related ill health and damage to property.
- That a clear written health and safety policy is developed, implemented and communicated in accordance with legal obligations, relevant HSE and DfE and other appropriate guidance.
- The effective management of health, safety and welfare of staff, pupils, contractors, visitors and others so far as is reasonably practicable.
- Adequate control of health and safety risks arising out of the school's activities.
- The provision and maintenance of safe premises, plant and equipment.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are formally informed of these responsibilities.
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role.
- The provision of adequate information, instruction, supervision and training for staff and pupils and others such as contractors, where appropriate.
- The establishment of a school Compliance H&S Committee which is representative of the operation and structure of the school and which meets at least Termly.
- That arrangements are in place for the effective consultation with staff and pupils regarding health and safety matters.
- Clear procedures are created for risk assessment, the development of safe working practices and reporting of accidents, incidents, dangerous occurrences and near misses.
- The formulation of effective procedures for use in case of fire and/or the need for emergency evacuation of the school.
- Sufficient funds are set aside for health and safety management in accordance with the Statement of Intent.
- The school complies with its reporting and record keeping obligations.
- Accidents, incidents, absence and complaints pertaining to matters of health and safety are properly investigated, if required, and that the school co-operates with the relevant enforcement agencies such as the HSE, local authority and fire authority, if required.
- Health and safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks.

BURSAR WILL ENSURE:

- The promotion of a positive health and safety culture within the School.
- The implementation of a clear, written School Health and Safety Policy and is communicated and regularly updated in accordance with legal obligations.
- Maintained liaison with other specialist health, safety and fire safety roles appointed within the School, to co-ordinate compliance actions and provide a central point of contact.
- The dissemination of information relevant to health and safety compliance ensuring all compliance duty holders and

other key parties within the School are included.

- The co-ordination of the School's H&S Compliance Meetings
- Central co-ordination and access as a key point of contact for any accident, incident or near miss occurrence. Ensuring thorough investigation, review, recording of information and escalation has been conducted and final actions closed out
- Liaison with all School Departments to ensure risk assessments are produced for tasks/activities within such areas, with information provided to relevant parties and regular review undertaken.
- Support as the key contact in order to co-operate with any enforcement agency such as the HSE, HPA, local authority and fire authority, as required.
- Systems are established to allow staff (both teaching and non-teaching) to receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area.
- Prompt evaluation and, where appropriate, take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Head.
- Routine monitoring is established at the School including both internal and external audits and inspections, to ensure ongoing H&S compliance is reviewed and any actions raised are appropriately dealt with.
- The school's health and safety policy and performance is reviewed and monitored regularly and regular updates made to the Non-Executive Director of the Dolphin School LLP.

HEADS OF DEPARTMENT AND MEMBERS OF THE SENIOR MANAGEMENT TEAM WILL ENSURE:

- Application of the school's Health and Safety Policy to their own department or area of specialism.
- Development and dissemination of a departmental/team health and safety policy, if appropriate, detailing the particular roles and responsibilities for health and safety in that specialist area and the organisational arrangements in place for achieving this.
- Familiarisation with current Regulations, Codes of Practice and Guidance appropriate to their specialist areas and with this Policy (this may require reading trade journals, ESIS, British Standards, CLEAPSS).
- Risk assessments of the activities for which they are responsible are carried out and reviewed as required.
- All staff under their control (to include supply teachers and work experience students) receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area.
- All statutory notices and appropriate safety signs are displayed in their specialist area.
- Adequacy of first aid provisions, protective clothing and equipment, registers and log books are available for use in their specialist area.
- Machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for reasons of health and safety.
- Prompt evaluation and where appropriate take action on health, safety and welfare concerns and issues which are reported to them, or refer them to the Head.
- Regular inspections are conducted of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

- So far as is reasonably practicable, that the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigation of any accidents, which occur within their sphere of responsibility.
- Inclusion with the health and safety at departmental/team meetings.

CLASS TEACHERS WILL ENSURE:

- Co-operation with the Head, their Head of Department and their Line Manager on health and safety matters.
- Taking reasonable care for their own health and safety and for that of staff, pupils, volunteer helpers and visitors under their supervision.
- Familiarity with this Policy and the procedures in respect of fire, first aid and other emergencies, and to carry them out as required.
- Exercising effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary.
- Following any safe working procedures issued for their subject area and generally.
- Provision and request for the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required.
- Making recommendations to their Head or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integration of all relevant aspects of safety into the teaching process and, where necessary, provide special lessons on health and safety in line with Curriculum requirements for safety education.
- Avoidance of introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Reporting all accidents, defects and dangerous occurrences to their Head or Head of Department.

NON-TEACHING STAFF WILL ENSURE:

- Co-operation with the Head, their Head of Department and their Line Manager on health and safety matters.
- Acting with due care for the health, safety and welfare of themselves, other staff and other persons at the School.
- Exercising effective supervision over those for whom they are responsible.
- Familiarity with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies.
- Observation of all instructions on health and safety issued by the school or any other person delegated to be responsible for a relevant aspect of health and safety at the school.
- Implementation of safe working practices which comply with school policies and procedures and set a good example personally.
- Acting in accordance with any specific health and safety training received.
- Exercising good standards of housekeeping and cleanliness.

- Defects are reported to Line Management and offices and vehicles are kept tidy and in good order at all times.
- Tools and equipment are in good condition (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided.
- Reporting of any defects in tools and equipment and actual or potential hazards to their Line Manager or the Head and ensure that defective equipment is immediately taken out of use until it has been made safe.
- Use of protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition.
- Provision of instructions, warning notices and signs as appropriate.
- Reporting of all accidents in accordance with current procedure.
- Any accidents or incidents, dangerous occurrences or near misses are reported to the Head.
- Assistance in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Where authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered.
- If entrusted with responsibilities for specific aspects of health, safety and welfare they satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's Line Manager.
- Minimisation of the occasions when an individual is required to work or study in isolation.
- No interference with or misuse anything provided to safeguard their health and safety.
- Members of staff are expected to be vigilant at all times but particularly where there are vehicles on site and when activity is taking place at height.

PUPILS (IN ACCORDANCE WITH THEIR AGE AND APTITUDE) WILL ENSURE:

- Co-operation with the Head and staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency.
- Taking reasonable care for their own health and safety and that of others at the school.
- Observation of the school rules, standards of dress consistent with safety and/or hygiene.
- Use and not wilfully misuse, neglect or interfere with anything provided to safeguard their health and safety.
- Reporting of all health and safety concerns to the Head.

HIRERS:-

- All hirers of the school must, in addition to the responsibilities of visitors below, ensure arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

VISITORS AND CONTRACTORS:-

- All visitors and other users of the school premises (to include contractors, delivery people and visitors to the school) must:
 - Co-operate with the school on health and safety matters and in particular follow the instructions of staff

in the event of an emergency.

- Observe the rules of the school.
- Ensure that they comply with the school's signing-in/out visitors' and/or contractors' procedures and the appropriate means of access to and egress from the school site and the host arrangements whilst on site.
- Ensure that they are familiar with the school's fire and emergency evacuation procedures.
- Ensure that they have adequate information about the premises, plant and equipment (if appropriate and including the location of asbestos containing materials where intrusive works are to be conducted).

Health and Safety Committee

The health and safety committee comprises of the Bursar, Deputy Head and Senior Teacher. They meet termly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance.

Health and Safety Information and Training

Health and Safety Inductions

All new employees

The Headteacher is responsible for ensuring that each new employee appointed in their school completes a health and safety induction, this would normally be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances). Inductions for all employees will include (but not restricted to) information on:

- The location of the Health and Safety Law Poster;
- Health and safety responsibilities outlined in their job description;
- How they can access health and safety policies and information;
- How they are able to raise any concerns or issues they may have in regards to health and safety matters;
- First Aid Provision – Location of first aid boxes, names of first aiders;
- Accident/Incident and Near Miss reporting – location of accident/incident/near miss forms, reporting procedures;
- Fire and Emergency procedures – what to do in an emergency, what does the fire alarm sound like eg continuous or intermittent sound; a walk around the fire escape routes, final fire exit doors and route(s); location of assembly points;
- Welfare facilities – eating, drinking and rest arrangements, toilet facilities;
- Personal Protective Equipment (PPE) – relevant to their job, who is responsible for ordering PPE, and how PPE is safely stored;

Area of Responsibilities**Schedule of reviews and Record Keeping**

DETAILS	Frequency	RESPONSIBLE PERSON(S)	Comments
Safety Management Maintain and update the health and safety action plan. Maintain the “Essential Documents” file. Monitor progress with the audit/inspection programme. Review of H&S Policy, Organisation and Arrangements	Ongoing Ongoing Termly Bienially	Bursar	New legislation, regulations, ACOPS and school policies may cause adjustments between reviews. Review Appendices
Risk assessments Oversee the maintenance of assessments. Amend and update general assessments. Review assessments for Educational Visits Carry out and maintain display screen assessments. Carry out and maintain manual handling assessments. Carry out and maintain COSHH assessments. Carry out and maintain Legionella risk assessments.	Ongoing Review annually Review annually & ongoing Annually – Smartlog Annually – Smartlog Ongoing - annual review Ongoing – annual review	Bursar Bursar Deputy Head Bursar Bursar Bursar/Caretakers Caretaker/ Legionella Consultant	To be covered annually in staff mtg. & as part of induction. Central record to be held in School Bursary
Fire and emergencies Oversee fire precautions. Carry out alarm tests. Carry out fire drills Maintain the fire log. Record of nominated fire wardens; and their training Record of fire-fighting appliances check and maintenance Record of emergency lighting testing and back up battery maintenance	Ongoing Weekly At least termly Annually - Smartlog Every 4 months Monthly flick test and Yearly	Bursar Bursar & Caretaker Bursar, Caretakers and Fire Wardens Bursar Bursar Caretakers and Security company	Call points tested in rotation Vary time of day, block exits – log time and lessons, review procedure

Accidents, diseases and dangerous occurrences Make statutory accident and dangerous occurrence reports. Maintain records of accidents, dangerous occurrences and diseases. Scrutinise sick notes and make statutory disease reports.		Office Manager	Liaison with Bursar
Occupational Health and First aid Oversee the first aid provision FIRST Aid Record of accidents / injuries Record of Qualified first aiders. Keep first aid boxes stocked. Review Training of First Aiders Ensure paediatric Training in place	On going Update as required Termly min Ongoing	Office Manager	At least two qualified first aiders to be available at all times Training to be renewed as required
Information, Instruction and Training Maintain training records. Ensure that induction training is carried out. Ensure that further training is provided where appropriate Record of young persons on work experience	According to regulations Within first week Annual INSET Ongoing	Bursar	Inc Fire, First Aid and Safeguarding - to be carried out by contractor Inc Safeguarding
Plant and Equipment Prepare maintenance schedules and oversee maintenance Oversee statutory inspections Organise the selection and training of maintenance staff and contractors Retain Certificates of Conformity Operation and Maintenance Manuals Electrical Safety: Certification of fixed installations Maintenance Inspections of fixed installations Arrange and maintain record of Portable Appliance Testing Record of Gas appliance testing	Ongoing Ongoing On purchase Every 5 years Annually Annually Annually	Bursar	Gas accredited contractor ONLY to do this
Workplace, buildings and contractors: Arrange necessary maintenance for the workplaces, including the control of contractors Prepare and keeping up to date a cleaning schedule Retain safety files made under the CDM regulations		Bursar	In-house cleaner
Employee consultation: Ensure proper consultation	Ongoing	Bursar	Termly H&S reminders to staff

Personal Protective Equipment		Bursar	Caretakers and cleaner complete PPE form
Select PPE Issue PPE and provide training in its use			
Pupil and Staff Safety and Security Draft and maintain departmental safety rules Maintenance of departmental equipment Planning of events. Sports rules and equipment maintenance Record of school journeys, outings, off-site activities. Upkeep of rules for off-site activities Compliance with off-site activity rules Overview of minibus and transport rules Upkeep of security plan Routine implementation of site security Record of incidents Review of policy on SEN/ LDD Record of visitors on site	Annual Every three years min Every occasion	HODs/Bursar HODs Bursar Director of Sport School Sec. Deputy Head Bursar Headteacher/Bursar SENCo Office Staff	All visitors must sign in and wear an identity badge
Swimming Pool • Operating Rules • Emergency procedures and life guards • Pool water quality • Lettings • Staff Allocation • Life Saver qualification checks • Special Event planning • Maintenance of pool equipment		Director of Sport Bursar Director of Sport Bursar	

Part 2

ARRANGEMENTS (PLANNING AND IMPLEMENTATION)

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

Information, Instruction, Training and Supervision

It is the policy of Dolphin to comply with the law as set out in *The Health and Safety at Work Etc Act 1974 and Management of Health and Safety at Work Regulations 1999* with respect to training.

- Before entrusting any task to an employee the School will take into account their capabilities as regards health and safety to ensure the work demands do not exceed their ability to do the work without risk to themselves or others.
- The School will provide staff with health and safety training:
 - All new staff will attend induction training. This will give general health and safety training on the risks associated with the School, including arrangements for first aid, fire and evacuation and reporting of accidents.
 - Periodically, refresher training should be provided as appropriate. Attendance at Induction Training will be noted on individual files as well as being recorded by the Bursar Manager
- The Bursar will maintain a record of all other training that has been given.

A. EMERGENCY & FIRST AID RELATED POLICIES AND PROCEDURES

School Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Accident and Incident Reporting	Bursar Office Manager	September 2020	September 2021
First Aid Policy	Bursar Office Manager	September 2020	September 2021
Administering Medication	Bursar Office Manager	September 2020	September 2021
Human Flu Pandemic	Bursar Office Manager	September 2020	September 2021
Infection Control	Bursar Office Manager	September 2020	September 2021
Fire Safety and Fire Prevention Policy	Bursar	September 2020	September 2021
Emergency Procedures	Bursar	September 2020	September 2021

Accidents Reporting (RIDDOR)

It is the duty of all staff to try to anticipate dangerous situations and thereby to prevent accidents.

Where they do occur, it is the responsibility of the Office Manager/First Aiders/School Secretary/Care Co-Ordinator to make arrangements appropriate to the severity of the case. If it is too serious for first aid to provide the solution, it will be necessary for the above people to inform the Head/Deputy Head as appropriate and the relevant parents and to decide whether to call an ambulance.

All accidents are recorded in the School's Treatments page on SchoolBase for children:

Serious accidents The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), places a statutory duty on employers (and others) to report work-related deaths, major injuries, injuries lasting over seven days, together with work related diseases, and dangerous occurrences (near miss accidents) to the Health and Safety Executive (HSE).

A copy of the completed RIDDOR report is kept on file with the Accident book.

Employees and self-employed contractors

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

- *"Accidents which result in death or major injury must be reported immediately, and*
- *"Accidents which prevent the injured person from continuing his/her normal work for more than seven days must be reported within fifteen 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. The document is located at www.hse.gov.uk/pubns/edis1.htm.

Pupils and Visitors

RIDDOR requires that accidents to someone who is not at work (ie. pupils and visitors) should be reported to the HSE 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 (eg the supervision of a field trip)*
- *"Plant or substances (eg lifts, machinery, experiments etc)*
- *"The condition of the premises....."*
- *"Curriculum sports activities [that] result in pupils being killed or taken to hospital"*

Playground accidents that do not require a pupil 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 pupils and visitors is identical to the one for staff.

A telephone service is available for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5.00 pm). All incidents must be reported within 10 days.

The above serious accidents involving Early Years Foundation Stage and out of school care children, must also be reported to the ISI and OFSTED.

All notifiable accidents or serious injuries or death to any child must also be reported to the local Child Protection Agency (The Referral and Assessment Team, Wokingham Borough Council, Shute End, Wokingham, RG40 1BN. Tel: 0118 908 8002).

Recording of non-reportable accidents to visitors and staff. In these cases accidents are recorded in the accident book which is kept in the School Secretary/Admin office.

Procedures to follow for accidents reportable by the school under RIDDOR:

The Bursar and / or Office Manager will assess the nature of the accident and the reporting requirements. Reference should be made to the HSE Information Sheet EDIS 1 (rev3) (www.hse.gov.uk/pubns/edis1.pdf)

If required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations a form F2508 will be completed and sent to the HSE. Reports can be made on-line via the HSE website, only fatal and specified injuries can be reported by telephone.

The School Administrator is responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at the school, or on school-led activities outside school. This will be by completing the accident book (usually detachable forms) when they attend the Medical centre for any occurrence requiring first aid.

Completed accident forms are forwarded to the Bursar, the Pastoral Deputy Head and the pupil's form teachers. The forms are to be kept for a minimum of 3 years and categorised (pupils, staff, visitors). The records should be kept in a locked filing cabinet in the School Admin Office to ensure compliance with the Data Protection Act.

Accident reports will be considered at every meeting of the School Health and Safety Committee.

All accidents reportable by the school under RIDDOR will be investigated. This will normally be undertaken by the Bursar and may include the taking of witness statements, photographs and the production of a written report. All such reports will be reviewed by the School Senior Management team and the Health and Safety Committee.

For serious incidents the Bursar should consider obtaining legal advice at the outset of any investigation. Such support can be obtained by contacting ISBA.

The Bursar will contact the school insurer where any incident is felt likely to result in a claim.

The Office Manager or First Aiders are responsible for escorting pupils to hospital and for ensuring that Pastoral Staff are informed. They will ensure that the parents of the pupil are informed as soon as possible for anything other than a trivial injury.

First Aid

Responsibility for administering minor first aid is delegated to the Office Manager/ School Secretary/ Administration Staff/ Care Co-Ordinator/ Playground Assistants, the majority of whom have attended Paediatric First Aid or First Aid at Work training courses. Several members of staff also hold full First Aid Certificates and a fully qualified First Aider should be consulted in more serious circumstances. First aid boxes are kept at designated points around the School. There are also first aid boxes in the mini-buses and school cars. First Aid at work qualifications are held by the Head's PA, the Care Co-Ordinator and Y2 Teacher.

Details of first aid arrangements are displayed on appropriate notice boards and include details of who is able to render first aid, where first aid equipment is situated and the telephone number for emergency use in summoning a doctor and/or ambulance.

First aid boxes are equipped with the approved contents and not used to store any other items; they will be checked and replenished as frequently as required by the Office Manager, overall responsibility for which rests with the Bursar.

Disposable gloves must be worn when blood is involved. Non-prescription medicines may be administered if the School holds parental/guardian permission and deems administration necessary. Prescription medicines may be administered by the School staff but must be brought to the School Office/Reception with an accompanying detailed parental letter or a fully completed school Medications Permission Form. All medications must be in their original containers. Medicines administered are recorded on SchoolBase. Records of pupil's allergies etc. are kept in the office – a Red Alert list is displayed for staff. The Red Alert information is passed to the staff via the trip list and copies are given to After School Care and Nursery

First Aid - Early Years

- Medical advice is sought by staff members who are on medication or have taken other substances, such as alcohol, which may affect their ability to care for children.
- If staff are taking medication which does not impair their ability to look after children properly this is stored in a locked nursery cupboard out of the reach of children.
- There will always be a first aider on the premises.
- A first aid box is always available which is stocked according to government requirements.
- Only medicine provided by parents can be given to children in our care. All medications must be in their original containers. In nursery the parents must give signed consent to a nursery member of staff and the medicine book completed to record the details provided by the parents. When the medicine is administered the staff member signs the book to provide evidence that guidelines have been followed.
- In Reception all children's medicines are handed into the office by parents with full instructions for their administration to the pupil. The office staff will then give the medicine at the appropriate time. Reception teachers do not accept or give medicine other than as necessary on school trips. Details concerning children's allergies and treatment for various conditions are also held in the staff office details of which are available to staff.
- A copy of the Red Alert sheet which records children's allergies and appropriate responses is on display in the nursery medical cupboard.
- If a child becomes ill every step is taken to contact parents, if this is not possible we take reasonable measures to care for the child. We expect parents to cooperate by not bringing a child into the setting if they have infectious or contagious diseases or within 48 hours of the child vomiting.

- The Treatments page of SchoolBase, the school's database must be completed if any child sustains an injury while on the premises. The treatment must be recorded and the parent told when they collect the child that day. Any bloody cleaning materials are deposited in the yellow bin.

Administering Medicine Procedures

The medicine procedures system provides guidance to staff who may administer medication at the school to ensure that the school administers medicines in an appropriate manner by:

- Having authorised persons in place to administer the medication
- Having contingency plan in place for issues which may arise from the administering of medication

The Bursar and School Nurse will be responsible for the implementation and review of this policy.

Human Flu Pandemic

The aim of this policy is to advise staff about the precautions needed when dealing with a pandemic outbreak. Also this policy takes into account the guidance given from both the World Health Organisation and our Local Educational Authority. Pandemic flu is different from ordinary flu as it occurs when a new flu virus emerges into the population and spreads rapidly from person to person worldwide. As a new virus it is unlikely that there would be immunity to it or that there would be a vaccine available. Health Protection Agency ("HPA") advice forms the basis of this policy.

- To ensure that the health of pupils and staff is appropriately considered and action is implemented during a pandemic
- To have appropriate procedures in place for managing such an incident
- That suitable communication is maintained during an incident

Infection Control

Where there is a requirement for an infection procedure, the School will act with due diligence and follow sensible protocols. The School has a procedure in place to be activated in the event of an emergency epidemic.

In the case of all notifiable illnesses the school will consult the Public Health England <https://www.gov.uk/government/organisations/public-health-england> and follow any advice given by them.

Parents are required to follow the advice given by GPs for all their children's illnesses. Children suffering from Diarrhoea and Vomiting should stay away from school for 48 hours from the last episode.

Fire Safety

It is the policy of Dolphin to comply with the law as set out in *The Regulatory Reform (Fire Safety) Order 2005*.

The School may be subject to periodic inspections by the local Fire Brigade and it is our policy to implement the recommendations from these inspections.

The School's Fire Risk Assessment is held in the Bursar's office and is reviewed annually. A copy is kept on the H&S noticeboard in the Common Room.

Fire prevention is part of everyone's duties. In particular, staff must check the rooms/areas for which they are responsible before leaving at night to ensure that nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on should be switched off. Equipment that must be left on should be kept clear of combustible material in case of a fault developing when unattended.

Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

Fire extinguishers of the appropriate type are provided throughout the School. They are maintained under contract by Tri Security and must always be visible and not obscured in any way. They must not be tampered with or used for any purpose other than fire fighting.

Staff receive training in the use of fire fighting equipment from an external consultant every three years (training certificates are in the Bursar's office). The whole school has an automatically activated fire alarm system.

Fire Alarm and emergency lighting mandatory periodic checks are carried out and recorded by the school caretakers. Records of checks are kept in the Bursar's office. All fire alarm maintenance is carried out 4 times a year by Tri Security Limited. Emergency lighting maintenance is carried out once a year by Tri Security Limited. The records of maintenance are held in the Bursar's office.

The Bursar, the caretakers and the fire wardens are responsible for organising evacuation procedures and for posting notices detailing these. They are responsible for organising a fire practice once each term.

If the School is not cleared completely in the minimum time consistent with the difficulties inherent in the buildings (3 minutes to clear any school building), the evacuation will be considered inadequate and a further practice will be held until the satisfactory standard is achieved.

A record will be kept of the date and time of every fire evacuation and the exact time taken to clear the buildings.

A prolonged bell, in all buildings in which the period bells ring, shall give the warning in case of fire. All alarms should be easily recognised by staff and pupils and be heard clearly in all parts of the building.

Directions for the evacuation of pupils and others are displayed in a prominent place in all buildings.

Arrangements will be made locally for all appliances using gas and electricity to be switched off and laboratory experiments rendered safe.

Exit doors leading from school buildings should never, under any circumstances, be locked or obstructed during school hours.

A copy of the school Fire Evacuation procedure is given to every new member of staff and pinned on the health and safety noticeboard in the common room.

Fire Evacuation Procedures

On discovering a fire

- raise the alarm by shouting FIRE! (to alert anyone in the immediate vicinity) and then activate the nearest push-glass fire alarm call-point (small red box, close to major exits).
- If safe to do so and you have received training in using fire extinguishers, use an appropriate fire extinguisher to tackle the fire, but only if your exit is clear.
- Leave the building by the nearest exit.
- **NO ONE** should stop to collect any belongings
- Go to the assembly points, the Tennis Courts or Hinton House garden.
- Report location of fire to the Fire Wardens attending the Fire System Panel in the School Reception Foyer or to the Bursar/Fire Wardens at your Assembly Point.

Emergency Closure and Crisis Management

There are occasions when it is necessary for the school to close temporarily in the interest of health and safety to students, staff and those accessing the school site.

It may be necessary to close school for a variety of reasons including:

- Severe weather including snow, flooding or storms
- Disruption to transport, for example through petrol or diesel shortages
- Accommodation problems, for example loss of power supply, heating failures or fire damage
- An outbreak of illness within the school requires closure in line with Health Protection Agency (HPA) and Ofsted guidelines

This Crisis Management plan exists so that, if a crisis happens:

- Dolphin staff are as prepared as possible to deal with it and to continue to run the business at the same time
- The school communicates with its audiences accurately and appropriately
- The school's reputation as a responsible and ethical organisation is upheld
- Trust in Dolphin School continues

B. FACILITIES RELATED POLICIES AND PROCEDURES

STANDARD REQUIRED FACILITIES RELATED POLICIES			
Policy and/or Guidance	Responsible Person / Department	Current Issue Date/Ref	Planned Review Date
Asbestos Management Plan	<i>Bursar</i>		
Caretaking and Site Staff	<i>Bursar</i>		
Competent Advice	<i>Bursar</i>		
Construction Work (CDM)	<i>Bursar</i>		
Contractor Management	<i>Bursar</i>		
COSHH (Control of Substances Hazardous to Health)	<i>Bursar</i>		
Display Screen Equipment	<i>Bursar</i>		
Educational visits (EYFS and non EYFS)	<i>Deputy Head</i>		
Electrical Safety	<i>Bursar</i>		
Gas Safety Policy	<i>Bursar</i>		
Hot Works Policy	<i>Bursar</i>		
Legionella Policy	<i>Bursar</i>		
Letting and Hiring	<i>Bursar</i>		
Lone Working Policy	<i>Bursar</i>		
New and Expectant Mothers	<i>Bursar</i>		
Machinery, Plant and Equipment Policy	<i>Bursar</i>		
Manual Handling and Lifting Policy	<i>Bursar</i>		
Noise	<i>Bursar</i>		
Personal Protective Equipment	<i>Bursar</i>		
Pest Control	<i>Bursar</i>		
Premises Management Policy	<i>Bursar</i>		
Radon	<i>Bursar</i>		
Risk Assessment	<i>Bursar</i>		
Security, Workplace Safety and Protection from Violence	<i>Bursar</i>		
Slips and Trips	<i>Bursar</i>		
Smoking	<i>Bursar</i>		
Staff Welfare/Stress	<i>Bursar</i>		
Sun Protection	<i>Bursar</i>		
Vehicles	<i>Bursar</i>		
Waste Disposal	<i>Bursar</i>		
Working at Height	<i>Bursar</i>		

Asbestos

It is the policy of Dolphin to comply with the law as set out in *The Control of Asbestos Regulations 2006*

- The School realise that asbestos and asbestos containing materials have been used in construction and in equipment likely to be present in schools.
- The School recognise that asbestos is a hazardous material that, where present, needs to be managed. To that end an Asbestos Management Policy has been implemented.
- The policy requires a permit to work system for all personnel working on or near identified asbestos.
- Those most at risk i.e. maintenance staff, IT personnel, telephone engineers & other contractors will be informed of the location, condition and type of asbestos on Dolphin School site.
- Where management is not practicable, the School instruct that the asbestos is safely removed.
- The nominated officer with responsibility for ensuring this policy is implemented is the Bursar

The school has an asbestos report compiled by ASTECK Ltd – who are listed as HSE licence holders. All asbestos found on site at the time of the report (very little) has been removed in accordance with regulations. On occasion staff have felt they have discovered asbestos. We treat all such reports seriously and Asteck send away a sample of the suspected area for lab testing (to date no asbestos has been discovered). The AZTECK survey is stored in the Bursar's office.

Caretaking - General Responsibilities

The Bursar/Caretakers are responsible for:

- The maintenance of floor surfaces to ensure that there are no tripping hazard or slippery surfaces.
- Erecting temporary warning notices on any floors that become slippery from cleaning operations, leaks or spills, etc.
- The maintenance of fixtures and fittings, i.e. replacing light bulbs, tubes and broken door handles, etc.
- Keeping storage areas tidy and ensuring that any highly flammable liquid, e.g. petrol, is stored in safe areas.
- Keeping the boiler house and plant rooms clean, tidy and free from accumulations of combustible materials and flammable liquids.
- Ensuring that boiler house ventilators are kept free of obstruction.
- Operating the boilers and plant in accordance with the manufacturer's advice and for ensuring the relevant instruction notices are posted.
- Isolating the electricity supply before changing light bulbs or tubes or carrying out any maintenance or repairs on equipment.
- Putting warning notices on isolated switches and equipment.
- Wearing appropriate personal protective equipment, e.g. PVC gloves when handling fuel oil, safety shoes when moving heavy items, respirators when involved in dusty work, eye protection when hammering, chiselling or drilling, etc.
- Storing all cleaning substances in accordance with the manufacturer's advice and in a locked area at all times when not in use.
- Disposing of any obsolete cleaning materials in accordance with the manufacturer's advice.
- Using the pool treatment substances, cleaning substances pesticide applications etc in accordance with the manufacturer's advice and (Alex Saunders holds NPTC level 2 certificate of Competence in the Safe use of Pesticides)
- where there are significant risks to health, following the control measures detailed in the COSHH assessments.
- The routine inspection of access equipment such as ladders, stepladders, etc.
- Ensuring that all access equipment is suitable for the work involved and is used in accordance with the manufacturer's advice.
- Obtaining an assistant to secure foot ladders and steady steps when climbing more than eight rungs high.
- The maintenance required by the Risk Assessment on 'Water Hygiene Management Dolphin School'.
- Inspecting the field for potential hazards and securing the boundaries.
- The Caretakers carry out day to day maintenance on all school boilers when required. A retained plumbing and heating engineer services all aspects of boiler function (including safety devices) annually. He is on call for emergencies. His reports are stored in the Bursar's office.
- Recording school pesticide application and storage.

Competent Advice

It is the policy of Dolphin to seek competent health & safety advice as appropriate to the activities undertaken by the school to:

- ensure that there is an adequate provision of competent advice for the school activities and site.
- ensure that those with management responsibility are able to obtain advice for areas within their control.

The Bursar is the School Safety Co-ordinator and will be responsible for the co-ordination of the competent advice provision

External health and safety consultants are retained to report annually on the arrangements for health and safety in different areas of Dolphin School.

Construction Work (CDM)

The Construction (Design and Management) Regulations 2007

In larger projects, the work of contractors is covered by the Construction (Design and Management) Regulations 2007 (CDM Regulations).

Contractor Management

The School has a common law duty of care to all visitors to ensure, so far as reasonably practicable, that the premises are safe and that the visitors come to no harm. There are also statutory duties under:

- the Health and Safety at Work, etc Act 1974
- the Management of Health and Safety at Work Regulations 1999
- the Equality Act 2010 and The Equality Act 2010 (Disability) Regulations 2010.

Contractors are those tradespersons and service providers who are not directly employed by the school but are contracted to perform certain tasks on the school premises. Examples include companies who are employed to install or fit computers or telecommunications equipment and installations, or perform maintenance work to boilers, gas supplies or electricity systems. Contractors also include companies employed to perform work such as grounds maintenance, tree felling and grass cutting.

Construction work, including major refurbishment or extensions, will almost always be carried out by contractors.

In simple contracts, the contractor will be the company that the school contracts with and which carries out the work. In more complex arrangements, the contractor may employ sub-contractors to do some or all of the work for them.

Most small-scale contractor work is accomplished reasonably quickly and with few risks. However, larger tasks may well take a period of weeks or even months to complete and, especially in the case of major construction work, may present considerable potential risks. These risks have to be controlled by the contractor and the school working together as a partnership.

Control of Hazardous Substances (COSHH)

It is the policy of Dolphin School to comply with the law set out in *The Control of Substances Hazardous to Health Regulations 1999 (COSHH)*.

It is the policy of the School only to keep and use hazardous substances where non-hazardous substitutes are not capable of producing the required results.

Hazardous substances are used in the science, art, technology, caretaking, catering, school cleaning areas, school maintenance stores and swimming pool store

Heads of Department are responsible for ensuring compliance with:

EH 40/2005 Workplace Exposure limits (for use with Control of Substances Hazardous to Health (COSHH) regulations 2002 as amended) second edition published 2011 (G/Health & Safety/EH40-2005)

- Identifying hazardous substances.
- Assessing the risks to health.

Health and Safety

- Devising and implementing adequate control measures and communicating these to the persons involved before use
- risk assessments
- art, CDT, science, cleaning materials cupboard, school maintenance areas and swimming pool store
- Recording sufficient information to justify the conclusion that the risks to health are adequately controlled.
- Providing suitable storage.

Regulations reviewed September 2018. The School caretakers and cleaner attend COSHH workshops every 5 years. The renewal dates are diarised. The caretakers are required to do an annual online refresher.

Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) apply where staff use display screen equipment for a significant part of their normal work.

The display screen equipment work carried out by the teaching staff in the School does not meet the criteria given in the guidance to the above regulations for them to be defined as 'users'. Suitable equipment has been provided to ensure the general health and safety of staff when working with display screen equipment but the specific requirements of the Regulations do not apply to teaching staff.

Staff that meet the criteria given in the guidance to the above regulations are defined as 'users'. The Bursar is responsible for arranging the following to comply with the regulations on 'Display Screen Equipment':

- Health and Safety training for 'users'.
- Assessment of workstations.

Upper limb disorders are prevalent among VDU users, but can often be avoided by varying work routines. Staff/pupils should not sit at a screen for more than one hour without a break.

Eye tests and the provision of special spectacles where these are required for display screen equipment work.

Educational Visits and Activities out of School

It is the policy of Dolphin School to base its own guidelines on those outlined in the DfES good practice guide '*Health and Safety of Pupils on Educational Visits*'. The Head has responsibility for all trips.

For trips of this nature the following procedure will be observed:

- a) Careful planning of trip with prior visit made by organiser if necessary.
- b) Adequate evaluation of all Health and Safety factors involved.
- c) As the School acts 'In loco parentis', generally parental approval is not considered necessary for such trips. The exception to this is where exceptional activities are to take place. The School exercises its discretion as to when this is necessary.

SUPERVISION:

The School always considers the ratio of adults to pupils very carefully. Ratios are used which, in the School's opinion, are satisfactory and ensure adequate supervision for pupils, commensurate with the activities that are being undertaken.

For all off site activities the following points will be taken into consideration:

- a) Any hazardous pursuits that are to be undertaken and any safety or additional insurance requirements.
- b) The expertise of Staff accompanying the trip.
- c) Accident and Emergency procedures.
- d) Contact person who knows the itinerary and is able to alert the Authorities in the event of failure to make a pre-arranged contact.

Where activity centres are used by the School, The Activity Centres (Young Persons' Safety) Act 1995 and The Adventure Activities Licensing Regulations 1996 will be taken into account.

Electrical Safety

Electrical systems and equipment are subject to the Electricity at Work Regulations 1989. To satisfy the requirements of these Regulations, our Electrician from Croft Electric Ltd is on call at all times. PAT is carried out, currently by PAT Testing on an annual basis – a report of which is kept in the Bursar's office. Electrical installation testing takes place every five years. The current certificate is dated August 2023.

Staff must not bring electrical equipment of their own onto the premises without a valid test certificate.

Unauthorised alterations should not be made to any electrical installation or piece of equipment and electrical equipment must only be used for the purpose for which it was originally made.

The kiln is gated, ventilated and locked when it is not being used.

Particular care must be taken when using such items as soldering irons that the flex is not damaged. Pupils should be warned of the risk and flexes must be frequently inspected by the teachers concerned.

Electrical wiring should run along walls and not into areas across which people may reasonably move.

Defective electrical equipment should not be used and should be reported to the Bursar, who will oversee its removal for mending or disposal.

Gas

It is Dolphin School policy to comply with the Gas Safety (Installation and Use) Regulations 1998. This policy is applicable to all employees of and contractors for the School who undertake activities associated with gas systems and equipment. It aims to ensure that:

- Action is taken on the discovering of defects;
- Systems are in place for the inspection and repair of gas installations and equipment;
- Inspection and test certificates are held as required.

Only Gas Safe registered individuals are to work on installations on the Schools premises. All gas installers or gas maintenance engineers will be registered on the Gas Safe Register.

Hot Works

This policy was developed to ensure that the Hot Work will be managed and proper actions are taken to prevent loss due to fire caused by Hot Work (cutting, soldering & welding, explosion or any other activity that involves an open flame). All affected employees and contractors will receive instruction as to the expectations of them to ensure compliance with this policy. It aims to ensure that the school manages risks associated with hot works and that:

- All work is planned and is not commenced until a permit is in place
- All work is carried out in a safe manner
- The area where the work has taken place is safe for reuse

Legionella Prevention

It is the policy of Dolphin to comply with the Approved Code of Practice, *Legionnaires' disease: the control of legionella bacteria in water systems*.

- Dolphin will review its policy with regard to Legionellosis as necessary and continue to maintain an adequate water treatment system.
- The system will be cleaned and disinfected on an annual basis or if inspected shows it to be necessary, if the system or part of it has been substantially altered or entered for maintenance purposes, or following an outbreak of Legionellosis.
- The nominated officer with responsibility for ensuring this policy is implemented is the Caretaking Coordinator.

Letting and Hiring

This policy aims to clarify the procedure for letting part of the school building so that all agreements are entered into with both parties knowing what they can expect and how to address any issues that might arise. It seeks to ensure that:

- Appropriate liaison is in place between the school and the hirer
- Any licensing / regulatory requirements have been identified and associated responsibilities agreed
- Emergency and security issues have been adequately considered

Lone Working - Work Related Violence Lone Working

Dolphin School recognises that security is not just related to unauthorised access to buildings but also encompasses work related violence. This is defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work

- This can include verbal abuse or threats as well as physical attacks.
- The School seeks to reduce the chances of such an attack happening and to deal with all incidents in a serious and professional manner.

Dolphin School recognises the risks involved in lone working. Lone workers are those who work by themselves without close or direct supervision. This can include one person on the premises, people who work in separate buildings or people who work outside normal hours.

- A risk assessment should identify hazards and control measures should then be applied. These controls may include:
 - Management procedures such as periodic visits.
 - Contact with other employees via phone or radio.
 - Devices or systems that raise an alarm.

Machinery, Plant and Equipment

All work equipment (e.g. machine tools, portable hand and power tools, ladders, computers, heaters, boilers, etc.) provided by the School is selected to ensure that it is suitable for the task and maintained in efficient working order.

In particular, dangerous parts of machinery will be provided with guards and staff are responsible for ensuring that these are present, serviceable and in position at all times when the machinery is operating.

Staff should not attempt repairs or to make modifications to machinery other than that with which they are familiar in their normal run of duties. Any defects or malfunctions should be reported by the Line Managers to the Bursar who will liaise with the Caretakers to ensure that they are put right.

Manual Handling

Manual handling operations are required to some extent in most of the School's activities and it is not reasonably practicable to avoid them. These do not generally involve significant risks and are within the capabilities of all staff. Specific assessments of these operations are not necessary under the Manual Handling Regulations 1992. The measures entailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Caretaker. All Caretakers and the cleaner hold certificates in assessing Manual Handling Risks. The course should be repeated every 3 to 5 years - renewal dates are diarised. The caretakers are required to do an annual online refresher. All other staff are only required to do an annual online refresher.

Staff shall use the trolleys and barrows provided for the movement of projectors, boxes of books and papers.

Health and Safety

When lifting boxes, parcels, etc. the back must be kept straight and lifting carried out using the leg muscles. Lifting from the waist with the legs straight puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where pupils are involved with the moving of objects. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and adequate precautions are taken to prevent injury.

New and Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 require employers to carry out formal assessments of any risks to new or expectant mothers in the workplace. Risks include those to the unborn child or to the child who is being breastfed.

The School is committed to ensuring that new and expectant mothers are not exposed to any unnecessary or significant risk. This policy is applicable to all staff who give written notification to the Bursar that they are pregnant, have given birth within the last six months or are breastfeeding to enable the school to:

- identify those staff who are new & expectant mothers.
- ensure that a risk assessment of their work activities is undertaken.
- ensure that suitable arrangements are in place to protect the health, safety and welfare of such individuals.

Noise

This policy is applicable to all staff and pupils of the school who may come into contact with activities which may expose them to noise levels above the 2nd action level as defined in the Noise at Work Regulations 2005. Dolphin will put in place measures to protect employees from the risks of noise induced hearing loss, which can be caused by exposure to excessive noise. These measures will include:

- Assessing the risks from noise exposure
- Taking measures to reduce noise exposure where a risk assessment shows that this is necessary
- Ensuring the level of noise generated is taken into account when a new piece of equipment is purchased or hired
- Providing hearing protection where necessary if risks cannot be adequately reduced by other means.
- Providing training and information for employees on the risks from noise and the measures in place to reduce these
- Providing health surveillance where the risk assessment shows that this is appropriate.

Personal Protective Equipment (PPE)

It is the policy of Dolphin to comply with the law as set out in *The Personal Protective Equipment at Work Regulations 1992*.

- All employees who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.
- All personal protective equipment provided by the School will be properly assessed prior to its provision.
- All personal protective equipment, provided by the School, will be maintained in good working order by the employee to whom it is issued.
- All employees provided with personal protective equipment by Dolphin will receive comprehensive training and information on the use, maintenance and purpose of the equipment.
- The School will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees
- Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect, in any equipment provided, to their supervisor or the Bursar

Pest Control

Pest control inspections are regularly carried out under contract with Rentokil.

Premises Safety**Working Environment**

It is the policy of Dolphin to comply with the law as set out in The Workplace (Health, Safety and Welfare) Regulations 1992 with respect to general health and safety arrangements.

- Maintenance should keep equipment, devices and systems in an efficient state and in good working order.
- Ventilation should be effective and suitable.
- Temperatures in the workplace should be kept reasonable during working hours.
- Lighting provided should be suitable and sufficient.
- Workplaces, furniture and fittings, floors walls and ceilings must be kept clean and tidy.
- Room dimensions and space should be sufficient for the task.
- Workstations and seating should be arranged so they are suitable for the person at work.
- Floors and traffic routes should be suitable for the purpose.
- Measures should be in place to prevent falls or injury caused by falling objects.
- Windows should be made of safety material and appropriately marked to make this apparent.
- Operation of windows should not cause injury to the operator or any other person in the workplace.
- Windows should be of a design so they can be cleaned safely.
- All traffic routes should allow vehicles and pedestrians to circulate safely.
- Doors and gates should be suitably constructed.
- Provision should be made for suitable and sufficient sanitary conveniences and washing facilities.
- Where it is necessary, for staff to change into work clothing, accommodation for own clothing and changing areas should be provided.
- An adequate supply of wholesome drinking water and suitable rest facilities should be provided.

Lighting

The Workplace (Health, Safety and Welfare) Regulations 1992 state that lighting "shall, as far as is reasonably practicable, be by natural light". Windows must therefore not be obscured by notices, posters, furniture, etc. and electric lights should be used only when there is insufficient natural light.

Heating

The School aims to keep a reasonable temperature in the buildings in accordance with the Regulations. Thermometers are available for checking the temperature.

Mixer Taps

It is the School's policy to provide mixer taps for the children where possible to ensure that water from taps is at an ambient temperature and to facilitate washing under running water.

Radon

Radon is a naturally occurring clear, odourless gas that escapes from rock beneath the earth's surface and can seep out of the ground and build up in houses and indoor workplaces. This policy is developed to ensure that:

- exposure to radon is considered where appropriate
- where radon is identified as a risk that appropriate control measures are put in place.

The Bursar consulted the definitive radon dataset at www.ukradon.org and confirmed that the School premises are not located in an affected area. Date check done 10/9/18.

Risk Assessment

Dolphin adopts a systematic approach to risk assessment with a view to promoting children's welfare. Particular attention is paid to key areas of risk such as supervision and school trips. In the preparation of the risk assessment considerations are given to when risk assessments should be completed, who is responsible for drawing-up and checking these, recording (including any pro-forma) and training for staff. As regards the risk involved in recruiting staff, the school adheres to its Safer Recruitment Policy (B8v) in the Staff Handbook.

	Responsibility	Checking	Recording	Training
Day trips	Trip leaders	Head	PA to Head	From Teachers who has previous taken the trips and have good understanding of the risk involved on the trips
Residential trips	Trip leaders	Head	PA to Head	From Teachers who has previous taken the trips and have good understanding of the risk involved on the trips
After School Care (ASC) rooms	ASC Team leader	Bursar	Bursar	Standard template amended to take into account risks specific to the ASC rooms
Classrooms	Teachers	Bursar	Bursar	Standard template for all classrooms amended to take into account risk involved in each classroom
School Plays, concerts, events	Bursar	Bursar	Bursar	Standard template amended to take into account risk involved in each event
Swimming Pool	Bursar/Director of Sport	Bursar	Bursar	Standard template used previously
Climbing frames	Bursar	Bursar	Bursar	Standard template used previously amended to reflect risk of equipment
Mini buses	Bursar	Bursar	Bursar	Standard template used previously
FunRaisers Activities	FunRaisers	Bursar	Bursar	Standard template used previously
COSHH	Bursar	Bursar	Bursar	Standard template used previously
Legionella	Bursar	Bursar	Bursar	Standard template used previously
Scissor Lift	Bursar	Bursar	Bursar	Standard template downloaded from website and amended to reflect the risk in our own setting
In house cleaner	Bursar	Bursar	Bursar	Standard template downloaded from website and amended to reflect the risk in our own setting

Security, workplace safety and lone working

Our policy for the security and workplace safety at Dolphin school is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

This policy covers:

- Responsibilities of staff
- Physical security of the buildings
- Risk assessments on the security and safety of the grounds and all the buildings
- Safety procedures regarding visitors and contractors
- Access control
- Parking Facilities and Deliveries
- Health & safety induction for new staff
- Lone working
- CCTV

School Security is the responsibility of the Bursar and the school caretakers (support is on occasion provided by our cleaner - a single staff member cleans our buildings – all arrangements with him are unofficial, on a need to do basis, but work well). The School employs a security Company - ECMS Security

Slips and Trips

Procedures are in place to reduce the risk of injury from slips and trips. The regular Health and Safety tours of the school include a consideration of potential risk of slips and trips, including the checking of external fire escapes.

Health and Safety

Appropriate signage is put in place to designate wet floors, particularly after cleaning or spillages, and, where necessary, pupils and staff will be directed to use an alternative route. The school ensures appropriate procedures to maintain, so far as is possible, safe movement around the school grounds in times of snowy or icy weather. This includes;

- A communication protocol to inform parents and pupils on occasions when the school has to close due to adverse weather conditions
- Designated responsibilities for appropriate clearing and salting/gritting of circulation routes
- Cordoning off/putting out of bounds any areas of the grounds deemed to pose an unacceptable risk of injury
- Consideration of whether any activities or events need to be postponed, cancelled or amended due to weather conditions.

Smoking

Smoking is prohibited on school premises as specified in the Smoke-free (Premises and Enforcement) Regulations.

Staff Welfare/Stress

Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other. Staff who feel under stress that is more than the normal expected stress of working in the school should report this initially in confidence to a member of the school's leadership team. Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health.

Sun Protection

At Dolphin we acknowledge the importance of sun protection and want staff and pupils to enjoy the sun safely. We will work with staff, pupils and parents to achieve this through:

- Staff are aware of their responsibility to make sure pupils are protected from the sun
- All pupils receive guidance in form time regarding sun protection.
- We will talk about Sun Protection in assemblies at the start of the summer term and before summer break.
- Parents and carers are made aware in the information section of the school's weekly update what the school is doing about sun protection and how they can help at the beginning of the summer term.

Swimming Pool

Except when the pool is in use by children, the swimming pool gate is to be locked at all times – random weekly checks on locks are carried out by the Assistant to the Bursar and Caretakers and are recorded by date. When children are using the pool they are supervised at all times by staff.

The PE department has Risk Management Guidelines set out for pool lessons. This is filed in the PE department and a standard swimming pool risk assessment is in Bursar's office. Copies of pool management charts are kept in the Caretakers' pool room and in the Bursar's office. Monthly samples of the pool water are tested by the Food, Water and Environmental Microbiology Laboratory, Portons (Public Health England). The results are acted upon, filed and are available to view.

The caretaking department is responsible for pool hygiene (including maintaining the correct chemical balance and an ambient temperature). All caretakers and the Bursar have attended an accredited course in swimming pool maintenance, Swimming Pool Operator training (ISPE) in April 2019, expiry April 2022.

Vehicles (Including Minibuses)

Dolphin School recognises the importance of workplace transport safety. It is necessary to consider the health and safety of all employees, pupils and visitors in relation to vehicles. HSE provide guidance in Workplace transport safety: An employers' guide. Risks of injury from vehicles include:

- Arrival and departure of cars
- Travel within the workplace by school vehicles.
- Loading, unloading and securing loads.
- Vehicle maintenance work

Health and Safety

- Other risks may result from people falling from vehicles or objects falling from vehicles on to people.

Use of vehicles by Staff and parent drivers:

- As well as the risks above, injury to drivers and passengers can also occur.
- 17-seater minibus:
 - Only drivers who hold Driver CPC Licence are authorised to drive the 17 seater minibuses. They undergo 35 hours of professional training over 5 years.
 - A daily walk round check must be undertaken by all drivers before a vehicle is used by completing the 'Drivers Daily Defect Report'.
- Drivers will also follow the Department of Transport legislation regarding the appropriate child restraints for children.

MINIBUSES

The School's Minibuses are fitted with seat belts and regularly serviced in accordance with manufacturers' recommendations.

Petrol, oil, water and belts are all checked weekly and this is recorded in a log book kept in the Bursar's office.

THE VEHICLE IS EQUIPPED WITH THE FOLLOWING ITEMS:

- First Aid Kit
- Fire Extinguisher
- Torch
- Basic Tools
- De-Icer (in Winter)
- Hi-Vis Vests

The minibus leasing company provides a Fleet Rescue Service, thereby ensuring that the bus is recovered in the event of a breakdown.

BEFORE COMMENCING A JOURNEY THE FOLLOWING PROCEDURE WILL BE ADOPTED:

- The Parent or Member of Staff driving (the Driver) will satisfy him or herself that the minibus/buses are in good order and ready for the road. They complete the check as detailed in the 'Daily defect' check sheet.
- The Driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
- The Caretaker/Driver will ensure that luggage carried on the roof rack, where fitted, is secured correctly.
- The Driver will ensure that seat belts are worn by all passengers.

IN THE EVENT OF A BREAKDOWN, THE FOLLOWING PROCEDURE WILL BE ADOPTED:

- The Driver will stay with the Minibus at all times.
- The Mobile Telephone will be used to summon assistance.

On-site movements

This guidance applies to all traffic movements undertaken on school premises

- To ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner.
- That vehicles and traffic routes are separated wherever possible.
- That traffic routes are suitably signed and controlled.

All on site Vehicle Movements – are carried out by school staff. In the event of visiting vehicles –drivers report to reception and are guided by someone walking in front of the vehicle at walking pace.

Waste Disposal

General Waste Disposal

The disposal of normal waste will be carried out by a Contractor.

Chemical Waste Disposal

Where there is a requirement to dispose of chemicals, due account of the provisions of The Environmental Protection Act 1990 and The Control of Pollution Regulations 1991, will be taken and specialist contractors will be employed.

Food Waste Disposal

Disposal of Food Waste is carried out by the Contractor along with General Waste.

Work at Height

Staff should not work at height alone. All ladders on school premises are suitable for staff use and are checked annually. Only A frame ladders are permitted for use. The school tower should only be used after liaising with the caretakers and Bursar. Staff must always be accompanied in the above activities. The caretakers hold certificates in Aluminium Tower Scaffolding Training.

A scissor lift was purchased in November 2013. A risk assessment for the use of the scissor lift and a rescue plan is in place. Only staff trained in the use of the scissor lift are allowed to operate it. The caretakers, cleaner, the deputy Head and the Bursar hold certificates in Mobile Elevator Work Platforms Operator Training issued in Nov 2013, expiry date Nov 2018. A new caretaker was trained in Nov 2015, expiry Nov 2020. Another new caretaker was trained in September 2018, expiry Sep 2023.

Significant Teaching Risk Areas

Physical Education

It is the policy of the School to follow the advice and guidance from the relevant national governing body for the activities carried out and to allow only suitably qualified staff to be involved.

In particular the following measures have been implemented:

- Fixed and portable exercise equipment is inspected on an annual basis in order to identify and rectify any faults which could lead to danger. The reports and outcomes are in the Bursar's office.
- Secure storage for hazardous equipment.
- Instructions and close supervision of pupils to ensure that the correct procedures are followed.
- A Risk Management Guideline document for fixtures is filed in the PE Department. A copy is in the Bursar's office.

Science and Laboratory Work - Substances Hazardous to Health

The following measures have been implemented in the Science Department:

- Only the substances prescribed by CLEAPSS (lodged in science laboratory) are kept by the School.
- These substances are only used in accordance with the instructions and control measures detailed in the CLEAPSS Laboratory Handbook and Hazards.

The implementation of the above measures allow the central assessments carried out by CLEAPSS (to comply with the requirement of the COSHH Regulations) to be adopted and it is concluded that the risks to health are adequately controlled.

Other work involving hazardous substances, not covered by the CLEAPSS procedures, such as pupils' proposals for design and experimental projects, is individually assessed by staff and the proposals rejected or modified as necessary, to ensure that the risk to health is adequately controlled as required by the COSHH Regulations.

Emergency shower unit

An emergency shower unit is installed so that the general first aid instructions of flushing the affected area immediately after an accident has occurred can be followed. This unit will be checked every week by the Science Teacher.

Art/Craft, Design and Technology

In particular the following measures have been implemented:

- Guarding of dangerous parts of machinery.
- Restricting the use of machinery to appropriately trained staff and pupils.
- The provision and use of suitable protective equipment where the risks cannot be adequately controlled at source, i.e. eye protection, face shields, gloves and aprons, etc.
- Health and Safety information and instructions are incorporated into the normal teaching process.
- Close supervision is exercised over pupils' behaviour.
- Cleaning and tidying up is carried out daily and unwanted items are disposed of at regular intervals.
- Routine maintenance and inspection of all hand and power tools is carried out.

Health and Safety

- The kiln is gated, ventilated and locked when it is not being used.
- Particular care must be taken when using such items as soldering irons that the flex is not damaged. Pupils should be warned of the risk and flexes must be frequently inspected by the teachers concerned.
- No more than 12 children should be using the Bunsen Burners at any one time in the CDT room.

The Head of Department is responsible for:

- Checking the presence and condition of machinery guards before use.

Foundation Stage

Daily checks are made on the safety of indoor and outdoor spaces, furniture, equipment and toys and a list is signed as evidence of completion. Any hazards are immediately reported to the bursar.

Conclusion

Health and Safety is a collective responsibility and is **not** the responsibility of any one individual (subject to the aforementioned delegated responsibilities given in specific cases).

The Health and Safety policy is reviewed annually and amended as necessary to take account of the findings from monitoring and any new developments in Health and Safety.

Reviewed: September 2020

Next Review: September 2021