

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Dania School
Peter Melbye: Chair of Dania
Christina Bek: Head Teacher

Statement of general policy	Responsibility of ((Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Peter Melbye: Chair of Dania	Relevant risk assessments completed and actions arising out of those assessments implemented (Risk assessments reviewed every year, or earlier if working habits or conditions change).
To provide adequate training to ensure employees are competent to do their work	Sandy Mathewson: Head Teacher	Staff are given necessary health and safety induction and provided with appropriate training (including health and safety issues relevant to teaching and caring for children. This would include issues related to offsite school visits)
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Sandy Mathewson: Head Teacher	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To provide a continuous review of health and safety issues as they relate to the daily activities of the school and its pupils	Sandy Mathewson: Head Teacher School Staff	All staff are aware of Health and Safety issues as they relate to themselves and the pupils at Dania School. Any issues are raised at review meetings and escalated to the board of Governors as need be.
To implement emergency procedures - evacuation in case of fire or other significant incident.	Peter Melbye: Chair of Dania Sandy Mathewson: Head Teacher	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Fire Risk assessment: http://www.communities.gov.uk/fire/firesafety/firesafetylaw/

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Sandy Mathewson: Head Teacher	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects. Staff trained in health and safety issues as they relate to children
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Health and safety law poster is displayed:	At reception (Leaflets also available at reception)
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor See staff handbook	At kitchen, preschool, toilets and second floor.

Signed: (Employer)	Peter Melbye: Chair of Dania	Date:	26/04/17	
Subject to review, monitoring and revision by:	Peter Melbye: Chair of Dania	Every:	12	months or sooner if work activity changes

Risk Assessment for School

Destination: Dania School
 Activity: School Day
 Date of visit: Mon - Fri (RA written 01/09/16)

Probability x Severity = Risk

1 to 9 = Low Risk - reduce if practical

10 to 28 = Medium Risk - begin to plan action

30 and above = High Risk - Immediate action required

Significant Hazard	Who Might Be Harmed?	How Is Risk Controlled and By Whom?		Additional Control Measure?	Risk Rating
Slips, Trips and Falls	Pupils/Staff	Staff to ensure that school kept tidy and any spillages cleaned up immediately		Office Manager to check regularly	LOW
Allergic Reactions	Pupils/Staff	Allergies list in kitchen		No nuts allowed in School	LOW/MEDIUM
COSHH	Pupils	Cleaner's cupboard to be locked (all cleaning chemicals in here)		Children warned of danger of chemicals in an assembly	LOW/MEDIUM
Electric Shock	Pupils/Staff	All electrical equipment PAT tested in March		Children warned of dangers of electrical equipment - unused sockets covered up	LOW/MEDIUM
Fire Exits	Pupils/Staff	Kept clear and signage maintained		Office Manger to check regularly	LOW

Fire/Smoke	Pupils/Staff	Fire extinguishers and blanket kept up to date and in place, fire safety book kept up to date (BEACON), termly drills		All staff Fire Marshal trained and 2 x fire extinguisher trained	LOW/MEDIUM
Fire Alarms/Smoke Detectors	Pupils/Staff		Detectors in place to alert occupants of building and fire evacuation procedures are clearly displayed	All visitors to receive an evacuation brief	LOW/MEDIUM
Office	Pupils/Staff		Office to be kept clean and tidy with no objects blocking access	Daily check	LOW
Internet	Pupils		Monitoring/Filtering Software installed (Netsweeper)	Regular reminder/work on staying safe online	LOW/MEDIUM
Data Protection	Pupils/Staff		All personal information locked away and any CP issues locked away by Head		LOW
First Aid	Pupils/Staff		All EYFS staff trained in pediatric FA, as is Office Manager	All other staff must have basic first aid training	LOW/MEDIUM
Toilets	Pupils/Staff		Staff have their own toilet downstairs and boy/girl pupils have separate toilets which are clearly signposted	Children encouraged to use only the water fountains in School to drink from/fill up bottles	LOW

			- Drinking water is also clearly labelled, as is 'do not drink'	Office manager to check cleanliness and supplies 2 x daily	
Art Materials	Pupils/Staff		Materials locked and tidied away when not in use		LOW
Playground			See Separate RA		
Water	Pupils/Staff		Drinking water labelled and water testing /legionella policy followed		LOW
Supervision In Toilet	Pupils/Staff		If younger children being escorted to toilet then no adult should be left on their own with a child		LOW
Preschool Toys/Equipment	Pupils/Staff		Cleaned daily and Steam cleaned 1 x week		LOW
Visitors/Contractors	Pupils/Staff		All visitors should be met at front door and escorted up stairs and to office, where they will sign in	ID check at bottom of stairs prior to entry	LOW
First Aid Room	Pupils/Staff		If pupils are sick, then they can rest in FA room. Glass doors and windows so child can be monitored	Supervised by adult	LOW

Vinnie (SEND - RA)	Pupil		Lift used to access Floor 2 - 2 x members of staff		LOW
			Lines up at front of lines to avoid being pushed and so that he does not rush to keep up with other children when walking	Hand held at all times	LOW
			When at the toilet, door should not be locked and 1:1 teacher should wait outside in case he needs help		LOW
			1:1 supervision everywhere - inside and outside		LOW
			When at playground, it's important that he uses equipment, but pole and climbing wall are off limits due to lack of strength in left hand - close supervision to ensure he doesn't hurt himself, especially when its wet		LOW

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This risk assessment has been discussed and all risk control measures confirmed.

Signed (Headteacher): _____ Date: _____

HEALTH AND SAFETY CHECKLIST FOR CLASSROOMS
<http://www.hse.gov.uk/risk/classroom-checklist.pdf>

School premises are a valuable resource for local communities and are increasingly being used for extended services. Health and safety in a school is about taking a sensible and proportionate approach to ensure the premises provide a healthy and safe place for all who use them, including the school workforce, visitors and pupils.

Because written risk assessments are not required for every classroom activity, this checklist is being made available for use as required. It is not mandatory, but is intended as a helpful tool. Schools may choose other ways to comply with health and safety legislation and ensure staff and children are safe. School-wide measures should be in place to deal with the real risks, so that teachers and support staff do not need to produce written assessments for an ordinary classroom – unless new activities lead to additional risks. Members of staff can use this checklist to help ensure ordinary classrooms meet minimum health and safety standards. However, the results and findings from completed checklists will provide a useful resource to the school management team when reviewing their whole-school risk assessments. The checklist is a tool for school staff to raise awareness of areas of concern in a classroom. Employers in the education sector, whether they are a local authority, governing body, trust or proprietor, have wider responsibilities under health and safety law (see www.hse.gov.uk/services/education for further advice).

Health and safety in a school is about taking a sensible and proportionate approach to ensure that the premises provide a healthy and safe place for all who use them, including the school workforce, visitors and pupils. This checklist will help users quickly identify any areas of concern or risks to those using or working in the classroom. Using it is not mandatory – but doing so will give users and employers confidence that sensible precautions are in place.

The checklist provides teaching and support staff with a list of health and safety issues to consider in an ordinary classroom setting in any school. It can be used by class teachers, teaching assistants, premises staff or department heads – those running the school can decide how best to use the checklist in their school. It is designed to save staff time – simplifying many of the checks and paperwork approaches that can be seen as ‘red tape’ when applied to individual classrooms. It could be used each term, or if circumstances change significantly, to highlight health and safety issues that need to be addressed. However, all school staff should bring serious incidents to the attention of their employer straight away. It has been designed to complement the steps the employer takes across the school to manage risks from topics such as fire, legionella, asbestos, manual handling or violence etc. School-wide approaches to assessing and managing real risks should be in place so they do not need to be reassessed in an ordinary classroom.

Using the checklist

This checklist covers the most common areas of concern/risk in ordinary classrooms, but is not exhaustive. This checklist doesn’t cover drama and sports facilities or specialist classrooms, including laboratories, art, IT, design and technology facilities. In these specific environments, where more specialist equipment and/or substances are in use, risk assessment and management appropriate to the activities should be in place. It can be used by class teachers, teaching assistants, premises staff or department heads – those running the school can decide how best to use the checklist in their school. It can be used as required, for example at the start of a term to provide reassurance to teaching staff that the most common areas of risk in the classroom are being adequately controlled. It is designed to be helpful and quick and easy to use but there is no obligation on staff to use it. If an issue is not relevant to a classroom, simply mark it as ‘N/A’ (not applicable) and move to the next question. There is space at the end to list any additional issues.

Health and Safety Checklist for Dania School

		Yes/No	Further Action Needed	N/A
Movement around the classroom (slips & trips)	Is there internal flooring in a good condition?	Yes		
	Are there any changes in floor level or type of flooring that need to be highlighted?	No		
	Are gangways between desks kept clear?	Yes		
	Are trailing electrical leads/cables prevented wherever possible?	Yes		
	Is lighting bright enough to allow safe access and exit?	Yes		
	Are procedures in place to deal with spillages, e.g. water, blood from cuts?	Yes		
	For stand-alone classrooms:			
	Are access steps or ramps properly maintained?			N/A
	Are access stairs or ramps provided with handrails?			N/A
Work at height (falls)	Do you have an "elephant-foot" stepstool or stepladder available for use where necessary?	Yes		
	Is a window-opener provided for opening high-level windows?	Yes		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?	Yes		
	Is furniture in good repair and suitable for the size and the user, whether adult or child?	Yes		
	Is portable equipment stable? e.g. a TV set on a suitable trolley?	Yes		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?	Yes		
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?	Yes		
Manual Handling	Have trolleys been provided for moving heaving objects, e.g. computers?	Yes		
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?	Yes		
	Have pupils been advised about good practise when using computers?	Yes		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?	Yes		
	Are all plugs and cables in good repair?	Yes		
	Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it is safe to use? (There may be a sticker to show it has been tested.)	Yes		
	Has any damaged electrical equipment been taken out of service or replaced?			N/A
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			N/A
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			N/A

Fire	If there are fire exit doors in the classroom, are they:		
	unobstructed?	Yes	
	kept unlocked?	Yes	
	easy to open from the inside?	Yes	
	Is fire-fighting equipment in place in the classroom?	Yes	
	Are fire evacuation procedures clearly displayed?	Yes	
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?	Yes	
Workplace (ventilation & heating)	Does the room have natural ventilation?	Yes	
	Can a reasonable room temperature be maintained during the use of the classroom?	Yes	
	Are measures in place, for example blinds, to protect from glare and heat from the sun?	Yes	But not in all the rooms

Created: January 2013, Mike Papesch, Trustee Dania School
Reviewed: March 2017

This policy was adopted on	Signed on behalf of Dania School	Date for review
16/04/17		April 2018