

# Daffodil Grammar School for Girls

## Health and Safety Policy

### 1. Policy statement

Daffodil Grammar School for Girls (“the School”) is committed to ensuring, so far as is reasonably practicable, the **health, safety and welfare** of all pupils, staff, volunteers, visitors and contractors, and to providing a safe and healthy environment for teaching, learning, worship and work.

We recognise that:

- A high standard of health and safety is essential to **effective education and good management**.
- Pupils have the right to **learn in a safe environment** where risks are properly controlled.
- Staff have the right to **work in safe conditions** and to be consulted about health and safety matters.

We will:

- Comply with all relevant **health and safety legislation** and independent school standards.
- Assess and manage risks to staff, pupils and others who may be affected by our activities.
- Provide and maintain **safe premises, equipment, systems of work and supervision**.
- Provide appropriate **information, instruction, training and supervision**.
- Promote a positive **health and safety culture**, underpinned by our Islamic ethos and the principle that we do not knowingly place others at risk of harm.

This policy applies to:

- All activities carried out on the school premises.
- All off-site activities arranged by the school, including educational visits and trips.

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### 2. Legal and regulatory framework

This policy and its implementation are designed to meet the requirements of:

- **Health and Safety at Work etc. Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Workplace (Health, Safety and Welfare) Regulations 1992**
- **Control of Substances Hazardous to Health Regulations (COSHH)**
- **Provision and Use of Work Equipment Regulations (PUWER)**
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**
- **Manual Handling Operations Regulations**
- **Regulatory Reform (Fire Safety) Order 2005**
- **Education (Independent School Standards) Regulations 2014 – Part 3 (Welfare, health and safety of pupils), including the requirement for:**
  - A written health and safety policy.
  - Proper fire safety and risk assessment.
  - Suitable medical and first aid provision.

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Anti-Bullying Policy
- First Aid and Supporting Pupils with Medical Needs Policy (if separate)
- Fire Safety and Evacuation Procedures
- Educational Visits Policy
- Online Safety Policy
- COSHH/Science/DT/PE departmental safety procedures

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## 3. Roles and responsibilities

### 3.1 Proprietor / Governing Body

The Proprietor / Governing Body has overall responsibility for health and safety and will:

- Ensure that appropriate **health and safety policies and procedures** are in place.
- Ensure that the school complies with **statutory requirements**.
- Allocate sufficient **resources** to meet health and safety needs.
- Monitor health and safety performance through **regular reports** from the Headteacher.
- Ensure that **competent advice** is available (e.g. from external H&S advisers where needed).

### 3.2 Headteacher

The Headteacher is responsible for the **day-to-day management** of health and safety, including:

- Implementing this policy and associated procedures.
- Ensuring that **risk assessments** are carried out, recorded and reviewed.
- Ensuring that staff receive **appropriate training and information**.
- Ensuring **effective communication** and consultation with staff on H&S matters.
- Ensuring that accidents, incidents and near misses are **reported, recorded and investigated**.
- Ensuring **fire safety, first aid and emergency procedures** are in place and tested.
- Reporting significant health and safety issues to the Proprietor/Governing Body.

The Headteacher may delegate specific tasks but retains overall responsibility.

### 3.3 Health and Safety Coordinator

The Headteacher may appoint a **Health and Safety Coordinator** (this may be combined with another role) to:

- Coordinate the **day-to-day practical arrangements** for H&S.
- Maintain the **health and safety file**, risk assessment records, accident logs and maintenance records.
- Liaise with external contractors and advisors on H&S matters.
- Support Heads of Department in implementing safe systems of work.

### 3.4 Heads of Department / Subject Leaders

Heads of Department are responsible for:

- Ensuring that **departmental risk assessments** are in place (e.g. Science, PE, DT/Food, Art, ICT).
- Ensuring that staff in their department follow relevant **safety guidance** (e.g. CLEAPSS in Science/DT).
- Ensuring that **equipment is safe** and used correctly.
- Ensuring that pupils are given appropriate **safety instruction and supervision**.

### 3.5 All staff

All staff must:

- **Take reasonable care** of their own health and safety and that of others.
- Follow the school's **health and safety policies, procedures and risk assessments**.
- Use equipment and substances **correctly and safely**.
- Report **hazards, defects, accidents or near misses** promptly to the appropriate person.
- Participate in **training** and cooperate with managers on H&S matters.
- Maintain good **housekeeping** and ensure classrooms and work areas are safe.

### 3.6 Pupils

Pupils are expected to:

- Follow school rules and instructions given by staff for their **own safety and the safety of others**.
- **Not misuse or interfere** with equipment or safety measures.
- Report health and safety concerns (including unsafe behaviour) to a member of staff.

### 3.7 Parents and visitors

Parents and visitors are expected to:

- Follow any **health and safety instructions** given to them (e.g. fire procedures, sign-in/out, no smoking).
- Supervise younger children in their care when on site.
- Inform the school of any **medical or other needs** that might affect their child's safety.

### 3.8 Contractors

Contractors working on site must:

- Comply with relevant **health and safety legislation**.
- Follow the school's **contractor procedures**, including signing in/out and agreeing safe working arrangements.
- Ensure that work areas are **segregated or supervised** to protect pupils and staff.

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## 4. General arrangements for managing health and safety

### 4.1 Risk assessment

The school will:

- Carry out **suitable and sufficient risk assessments** for all significant risks, including:
  - Premises and grounds.
  - Curriculum areas (Science, PE, DT/Food, Art, ICT).
  - Activities and school events.
  - Educational visits and trips.
  - Lone working, manual handling, work at height.
- Record significant findings and control measures.
- Review risk assessments:
  - Annually, and
  - When there are significant changes or concerns, or following an incident.

Staff involved in planning activities must **consult relevant risk assessments** and, where necessary, adapt them for specific classes or circumstances.

### 4.2 Training and information

- All new staff receive **health and safety induction**, including:
  - Fire safety and evacuation.
  - First aid arrangements and accident reporting.
  - Security and site rules.
  - How to report hazards and concerns.
- Additional training is provided where needed, such as:
  - First aid and paediatric first aid.
  - Fire warden training.
  - Manual handling.
  - Laboratory safety (for science technicians/teachers).
  - Food hygiene (for staff involved in food preparation).
- The school keeps **records of training** and ensures refresher training is provided as required.

### 4.3 Consultation and communication

- Health and safety information is shared via:

- Staff meetings and briefings.
- Noticeboards and email.
- Induction and training sessions.
- Staff are encouraged to **raise health and safety concerns** with their line manager or the Health and Safety Coordinator.
- Significant health and safety issues are reported to and discussed by the **Senior Leadership Team (SLT)** and the Proprietor/Governing Body.

#### 4.4 Monitoring and review

- Regular **walk-through inspections** of the premises are carried out by the Headteacher/Health and Safety Coordinator (and external advisers where used).
  - Accident and incident records are **reviewed** to identify patterns or areas of concern.
  - The Headteacher provides **annual H&S reports** (or more frequent if needed) to the Proprietor/Governing Body.
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## 5. Premises, environment and maintenance

The school will provide and maintain:

- **Safe buildings and grounds**, with safe access and egress.
- Adequate **lighting, heating, ventilation and cleanliness**.
- Safe **floor surfaces** and stairs, free from trip hazards.
- Suitable **toilets, washing and changing facilities**, including privacy and dignity for girls.
- Appropriate **furniture, fixtures and fittings**, including safe storage of materials.

### 5.1 Maintenance and inspections

- Regular checks and maintenance will be arranged for:
  - Electrical installations (fixed wiring) and portable appliances (PAT testing).
  - Gas appliances and boilers.
  - Fire detection and alarm systems.
  - Emergency lighting and fire extinguishers.
  - Lifts or lifting equipment if present.
- Records of inspections, certifications and remedial works will be kept.

### 5.2 Asbestos and water hygiene

Where relevant:

- The school will maintain and follow an **asbestos management plan** and register, ensuring that staff and contractors are aware of any asbestos and do not disturb it.
- The school will manage **water systems** (e.g. tanks, taps, showers) to prevent the risk of legionella, following advice from competent contractors.

### 5.3 Outdoor areas and traffic management

- Play areas and outdoor spaces will be **regularly inspected** for hazards (e.g. damaged surfaces, broken equipment).
  - Where vehicles access the site, **traffic management measures** will be in place to segregate pedestrian and vehicle routes as far as practicable and manage drop-off/pick-up safely.
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## 6. Fire safety and emergency procedures

The school will:

- Carry out and regularly review a **fire risk assessment**.
- Provide and maintain **appropriate fire detection, alarm systems and firefighting equipment**.
- Ensure that **escape routes and exits** are clearly signed, unobstructed and well maintained.
- Display **fire action notices** in all areas.

### 6.1 Evacuation drills

- **Fire drills** will take place at least **once per term** and at different times of the day where possible.
- Drills will be recorded, and lessons learned used to improve procedures.

### 6.2 Roles and responsibilities

- Named **Fire Wardens/Marshals** will assist with evacuation, checking corridors and key areas.
- Staff are responsible for:
  - Leading pupils to the assembly point calmly and promptly.
  - Completing **register checks** at the assembly point.

### 6.3 Personal Emergency Evacuation Plans (PEEPs)

- **PEEPs** will be drawn up for any pupil, staff member or regular visitor who may require assistance to evacuate (e.g. due to mobility or sensory impairment).

### 6.4 Other emergencies

The school will have procedures for responding to other emergencies such as:

- Bomb threats or suspicious packages.
- Gas leaks.
- Lockdown situations (e.g. intruder on site).

These procedures will be communicated to staff and practised as appropriate.

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## 7. First aid and supporting medical needs

The school will ensure adequate **first aid provision** in accordance with regulations.

### 7.1 First aiders

- A sufficient number of staff will be trained as **First Aiders** and **Paediatric First Aiders** (where appropriate).
- Names and locations of first aiders will be displayed in key areas.

### 7.2 First aid equipment

- First aid kits will be provided in:
  - Key locations around the school.
  - Science labs, PE areas, offices and on school trips.
- Kits will be **checked regularly** and replenished as necessary.

### 7.3 Medical conditions and medication

- The school will maintain an up-to-date record of **pupils' medical needs**, allergies and care plans.
- Arrangements for **administering medication** will be set out in the First Aid/Medical Needs Policy and will ensure:
  - Written parental consent.
  - Proper storage of medicines.
  - Clear recording of any medication administered.

#### **7.4 Accident reporting and RIDDOR**

- All accidents and significant near misses involving pupils, staff or visitors must be **recorded** in the accident log.
- The Headteacher/Health and Safety Coordinator will determine whether a report to the **HSE under RIDDOR** is required and make such reports as necessary.
- Serious incidents will be investigated, and steps taken to prevent recurrence.

#### **7.5 Infection control**

- Staff will follow good **hygiene procedures**, including hand-washing and appropriate use of personal protective equipment (PPE) where needed.
- The school will follow public health guidance on managing communicable diseases and outbreaks.

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## **8. Supervision of pupils**

The school will ensure reasonable supervision of pupils at all times when they are in the care of the school.

### **8.1 Arrival and departure**

- Clear procedures will be in place for **pupil arrival and dismissal**, including designated entry/exit points and supervision times.
- Pupils remain the responsibility of parents/carers outside agreed supervision times, although the school will take reasonable steps to ensure safety near the premises.

### **8.2 Breaks, lunchtimes and prayer times**

- Adequate staff will be on duty to **supervise playgrounds, dining areas, corridors and prayer rooms**.

- Supervising staff will be aware of:
  - The areas they must cover.
  - Designated safe spaces.
  - Procedures for responding to accidents or incidents.

### 8.3 Changing rooms and PE

- PE lessons and changing arrangements will be managed to ensure **privacy, dignity and safety**.
- Staff ratios will reflect the nature of the activity and location (e.g. off-site sports facilities).

### 8.4 Off-site activities and trips

- Supervision ratios and arrangements will be risk assessed and detailed in **Educational Visits documentation** (see section 10).
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## 9. Curriculum-related health and safety

### 9.1 Science

- Science will be taught in accordance with recognised safety guidance (e.g. CLEAPSS).
- Laboratory risk assessments will cover:
  - Use of chemicals (COSHH).
  - Glassware and equipment.
  - Bunsen burners and heat sources.
- Pupils will receive **safety instruction** and be supervised appropriately.
- Safety equipment such as eye protection and lab coats will be provided where necessary.

### 9.2 Design & Technology / Food

- Risk assessments will cover:
  - Use of tools and machinery.
  - Hot surfaces, ovens and sharp implements.
  - Allergens and food safety/hygiene.
- Staff will ensure pupils are taught to use equipment safely and appropriately for their age.

### 9.3 Physical Education (PE)

- PE risk assessments will cover:
  - Sports hall, outdoor pitches and any off-site facilities.
  - Activities such as athletics, games, gymnastics etc.
- Staff will check:
  - Playing surfaces and equipment before use.
  - Pupils' footwear, clothing and jewellery.
- Warm-ups, appropriate progression and safe techniques will be used to minimise injuries.

### 9.4 Art

- Risk assessments will cover use of:
  - Tools (e.g. craft knives, glue guns where used).
  - Solvents, paints and other materials (COSHH, where relevant).

### 9.5 Computing and online safety

- Computer suites and equipment will be set up ergonomically to reduce risk of strain.
  - Online safety is treated as a **safeguarding issue** (see Online Safety Policy) and includes:
    - Filtering and monitoring.
    - Supervision and classroom practice.
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## 10. Educational visits and off-site activities

The school will have a separate **Educational Visits Policy** and will:

- Appoint an **Educational Visits Coordinator (EVC)**.
- Ensure that all off-site activities and trips are **properly planned and risk assessed**.
- Ensure that staffing levels and supervision ratios are appropriate to the age of pupils and nature of the visit.
- Obtain **parental consent** and provide parents with relevant information.
- Ensure that:
  - First aid arrangements are in place.
  - Emergency contact details are available.
  - Travel and insurance arrangements are safe and appropriate.

For higher-risk or residential visits, additional controls and approval processes will be in place.

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## 11. Control of substances (COSHH)

Where **hazardous substances** (e.g. science chemicals, cleaning products) are used or stored, the school will:

- Maintain an **inventory** of hazardous substances.
- Complete **COSHH assessments** and implement control measures.
- Ensure substances are:
  - Stored securely.
  - Labelled correctly.
  - Used only by trained staff or pupils under adequate supervision.

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## 12. Work equipment, manual handling, lone working and working at height

### 12.1 Work equipment

- All work equipment (e.g. photocopiers, tools, PE equipment) will be **maintained in a safe condition** and used in accordance with manufacturer's instructions and PUWER.
- Staff will be trained in the safe use of any specialist equipment.

### 12.2 Manual handling

- Manual handling tasks will be **risk assessed** and, where possible, avoided or mechanised.
- Staff will receive guidance/training on safe manual handling and will be expected to:
  - Avoid lifting heavy loads alone.
  - Use correct techniques and equipment.

### 12.3 Lone working

- Lone working will be risk assessed (e.g. staff in building early/late, site staff working alone).
- Where necessary, controls may include:
  - Limiting tasks to low-risk activities.
  - Communication/check-in procedures.
  - Restrictions on working at height when alone.

## 12.4 Working at height

- Work at height (e.g. using ladders) will be avoided wherever practicable.
  - Where necessary, it will be risk assessed and carried out only by staff who:
    - Are competent.
    - Use appropriate access equipment (not chairs or makeshift arrangements).
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## 13. Security and safeguarding

Health and safety is closely linked to safeguarding. The school will:

- Control access to the site via a **visitor sign-in system** and appropriate locks/entry systems.
  - Require all visitors to **sign in, wear identification** and be escorted/supervised where necessary.
  - Use **CCTV** where appropriate, in line with data protection and privacy requirements, to support security and pupil safety.
  - Manage **school events**, ensuring that parents and visitors are aware of safety expectations.
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## 14. Stress, wellbeing and violence/abuse

The school recognises its duty to protect staff and pupils from unreasonable **work-related stress**, violence and abuse.

- Staff wellbeing will be considered in workload planning, supervision, and access to support.
  - Any incidents of **violence, aggression or harassment** towards staff or pupils will be taken seriously and managed in line with Behaviour, Safeguarding and HR procedures.
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## 15. Incident, accident and near-miss reporting

- All accidents, significant near misses and dangerous occurrences must be **reported and recorded**.
- The Headteacher/Health and Safety Coordinator will:
  - Review incidents regularly.
  - Identify trends and areas for improvement.
  - Ensure that learning from incidents is shared and acted upon.

Where required, serious incidents will be reported to the **HSE (RIDDOR)** and other relevant authorities.

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## **16. Monitoring, audit and review**

The school will:

- Monitor health and safety performance through:
  - Regular inspections.
  - Review of accident/incident data.
  - Staff, pupil and parent feedback.
- Carry out **periodic audits** of health and safety arrangements (internally or via external advisors).
- Use findings to **inform school improvement planning**.

This policy and associated procedures will be:

- **Reviewed annually** by the Headteacher and Health and Safety Coordinator.
- Considered and approved by the Proprietor/Governing Body.
- Updated sooner if there are significant changes in legislation, guidance or school circumstances.