

## Introduction

This policy is intended for staff, parents, governors and any other persons concerned with Health and Safety. It does not replace the Yare Education Health and Safety Policy or Norfolk Education Department's Health and Safety Policy Statement, but is in addition and complimentary to them. The person responsible for health and safety is Louise Norgate. The governor monitoring is Peter Harwood.

## Aims

The aim of this policy is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using these premises.

## Procedures

The governors and staff are responsible for ensuring safe conditions of work for all members of the school community. The School recognises the contribution which parents and pupils are able to make towards health and safety in their workplace and will co-operate and consult with them as necessary. Failure to exercise reasonable care for the safety of oneself, fellow employees, school pupils or members of the public; or to co-operate with the Department on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

Dussindale Primary will also co-operate and consult with properly appointed Safety Representatives to enable them to fulfil their statutory functions and will co-operate in the setting up of a Safety Committee or committees as required.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector Environment Health Inspector), the Headteacher should immediately advise the Trust and Education Department Health and Safety Officer. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Where Dussindale Primary shares premises with another department or employers, whether permanently or temporarily, arrangements and procedures shall be adopted to ensure that all concerned are able to comply with their statutory health and safety duties.

The School will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on departmental premises, such as contractors, cleaning staff and maintenance personnel.

## Supervision of pupils

The school day begins at 8.40 am and finishes at 3.20 pm. Responsibility for pupils on the premises is only accepted for 5 minutes either side of these hours.

Break times are 10.15 - 10.35 for Key Stage 1 and 10.40 - 11 am for Key Stage 2. During this time, children are supervised by staff on the playground or field (weather permitting). Lunch time is 11.45 am - 1.05 pm for EYFS, 11.50 - 1.15 pm for Key Stage 1 and 12.15 pm - 1.15 pm for Key Stage 2. Children are supervised by Midday Supervisory Assistants.

Health Requirements of specific children, including care plans are displayed in the kitchen area, classroom and staffroom.

## Risk Assessments

The School will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating or controlling the risks, so far as is reasonably practicable. When a risk is identified, it will be assessed, monitored and reviewed to ensure the necessary preventative and protective measures are taken to control the risk. In addition an annual risk assessment will take place in the summer term.

## Equipment

All equipment at Dussindale Primary is subject to an annual risk assessment. Electrical equipment is checked by an outside agency in the summer term of each academic year. Staff are not permitted to use electrical equipment that has not been checked. If equipment gets broken or fails to work then the Headteacher must be informed so appropriate action can be taken. If equipment needs to be disposed of, the Headteacher will authorise for the asset management plan to be updated and the correct disposal procedure to be carried out.

## Car parking

Car parking is on the school car park. There are currently two disabled spaces.

## Visitors

All visitors must report to the school office, sign in and wear an issued badge.

## First Aid

First aid is kept in the medical room. The school has a number of staff who hold either current Paediatric First Aid, Emergency First Aid at Work or First Aid at Work certificates.

## Fire Safety

A fire practice for staff and pupils is carried out every term. Procedures for fire safety are displayed around school.



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