

Dormansland Primary School



Health, Safety and Welfare Policy

Date adopted	Autumn 2 2023	Next review due	Autumn 2 2024
Review period	Annual	Status	Statutory
Owned by	Mark Cook	Reviewed by	Governors

1. Policy Overview Statement

To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

This policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and obtainable via SCC website.

Throughout this policy, reference is made to Surrey County Council Health and Safety Policy. Where Surrey County Council is the employer i.e. Community and Voluntary Controlled Schools, this policy must be followed.

In Foundation and Voluntary Aided Schools the Governing Body is the employer and must provide a Health and Safety Policy. These schools are welcome to adopt and follow the Surrey County council guidance.

2. Statement of General Policy on Health, Safety and Welfare

2.1 The Governing Body and Head Teacher of Dormansland Primary School:

- ☞ recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors;
- ☞ act in accordance with the general health H&S policy of Surrey County Council;
- ☞ require all managers, in the school community, to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

2.2 The Governing Body and Head Teacher will provide, as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable, ensure:

- ☞ A school/workplace in a safe condition.
- ☞ A safe working environment.
- ☞ Safe systems of work.
- ☞ Safe plant and equipment.
- ☞ Safe access and egress to all areas of the school.
- ☞ The safety of articles and substances for use at work and in school.
- ☞ Sufficient Instruction and Training Supervision

2.3 In support of the above, the Governing Body and Head Teacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

3. Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, roles and responsibilities are approved by the Governing Body and Head Teacher of Dormansland Primary School.

3.A The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget, that sufficient and appropriate resources are allocated to implement the H&S Policies.

The Governing Body will specifically:

3.A.1 Include Health and Safety objectives in the School Development Plan.

Objectives may include:

- provision of facility for health and safety purposes;
- reductions in accidents/incidents;
- training for Governors/staff, and
- revision of policy/procedure.

3.A.2 Nominate a Governor (H&S) as an H&S link between the Governing Body and the wider school community, who will stay up to date with school H&S initiatives and inform the Governing Body accordingly. The current incumbent is Mr Efisio Giglioti.

3.A.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC's behalf.

3.A.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S report from the Head Teacher at this time. This report will include information on:

- Progress of the H&S targets in the SDP;
- Accident/incident analysis;
- Relevant H&S information received from SCC or its Advisers;
- Suggestions for future H&S initiatives.

3.A.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

3.B Head Teacher

As Senior Manager for the premises, and of all on & off site school related activities, the Head Teacher is responsible for the day to day management of H&S. The Head Teacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Head Teacher will ensure that:

3.B.01 The contents of this policy are brought to the attention of all relevant persons.

3.B.02 A process for risk assessments is applied within the school, and that:

- All appropriate areas/activities are covered;
- Appropriate control measures are implemented;
- Assessment are monitored and reviewed as necessary.

3.B.03 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.

3.B.04 Appropriate staffing levels for safe supervision are in place.

3.B.05 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:

- ☒ The fabric of the building.
- ☒ Play equipment.
- ☒ Fire appliances.
- ☒ Boiler/heating systems.
- ☒ Portable electrical appliances.
- ☒ Water systems.
- ☒ First Aid/medical facility and equipment.
- ☒ Premises staff equipment.
- ☒ Curriculum specific e.g. gymnasias and fume cupboards.

3.B.06 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out.

Appropriate training may include:

- ☒ Head Teacher H&S awareness
- ☒ H&S Induction training (all new and temporary staff)
- ☒ Emergency/Fire Training for the whole school community
- ☒ First Aid
- ☒ Risk Assessment
- ☒ H&S Coordinator
- ☒ Lifting and Handling
- ☒ Working at heights

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

3.B.07 Adequate and easily retrievable health and safety training records are available and up to date.

3.B.08 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.

3.B.09 A termly H&S report is provided to Governors.

3.B.10 The school cooperates and participates in the County's H&S monitoring arrangements.

3.B.11 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.

3.B.12 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.

3.B.13 Emergency Fire and Lock-down arrangements are formulated and reviewed as necessary and tested at least termly.

3.B.14 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.

3.B.15 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Head Teacher.

The Head Teacher may delegate functions to other or single members of staff who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Head Teacher will, in any event, retain the overall responsibility for ensuring that these responsibilities are carried out.

3.C Deputy to the Head Teacher

The person to whom the Head Teacher delegates authority will take on the above responsibilities in the absence of the Head Teacher.

3.D Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Head Teacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

3.D.01 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.

3.D.02 All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.

3.D.03 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.

3.D.04 Any equipment/appliance which has been identified as being unsafe is removed from service.

3.D.05 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Head Teacher, and a report to the Head Teacher is provided where necessary.

3.D.06 The H&S training needs of staff are identified and the Head Teacher informed accordingly.

3.D.07 Staff are properly consulted on any matters that may affect their health or safety whilst at work.

3.D.08 New, transferred and temporary staff receive appropriate H&S induction training.

3.D.09 First aid provision is adequate.

3.D.10 Pupils are given relevant H&S information and instruction, according to their age.

3.E Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils in their care and in particular must ensure:

- 3.E.1 Effective and appropriate supervision of the pupils that they are supervising;
- 3.E.2 Appropriate safety instructions are given to all pupils prior to commencing practical sessions;
- 3.E.3 That they are conversant with the school's H&S policy and any arrangements specific to their own responsibilities;
- 3.E.4 They know the emergency procedures;
- 3.E.5 That, where relevant, all personal protective equipment is suitable and in good condition prior to issue;
- 3.E.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice;
- 3.E.7 That they report any defective equipment to the relevant person;
- 3.E.8 All accidents and incidents are reported and reviewed or investigated.

3.F Site Supervisor

The Site Supervisor is responsible to the Head Teacher/School Business Manager, and in particular will ensure:

- 3.F.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- 3.F.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger;
- 3.F.3 That periodic H&S inspections are carried out at a timescale agreed by the Head Teacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H&S Co-ordinator etc.);
- 3.F.4 That persons they supervise only undertake work for which they are competent;
- 3.F.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment;
- 3.F.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

3.G Health and Safety Co-ordinator

The Head Teacher may appoint or nominate a Health & Safety Co-ordinator to carry out H&S functions and maintain an overview of the H&S organisation and management of the school,

and report to the Head Teacher accordingly. Specific functions of the H&S Co-ordinator may include:

- 3.G.01 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Head Teacher where necessary.
- 3.G.02 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Head Teacher of any deficiencies.
- 3.G.03 Carrying out, with the Head Teacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 3.G.04 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.G.05 Advising the Head Teacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 3.G.06 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 3.G.07 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 3.G.08 Reporting to the Head Teacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 3.G.09 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 3.G.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

At Dormansland Primary School, this role is held by the School Business Manager.

3.H All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 3.H.1 Participate in the school's risk assessment process and comply with findings.
- 3.H.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 3.H.3 Report all accidents/Incidents in accordance with the school's procedure.
- 3.H.4 Be familiar with the procedure to be followed in the event of a fire/emergency.

3.H.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.

3.H.6 Follow all relevant codes of safe working practice and local rules.

3.H.7 Report any unsafe working practices to their Line Manager.

3.I Staff Safety Representatives (if applicable)

Health and safety at work law provides for the appointment of trade union or staff appointed safety representatives from amongst the employees. Where the Governing Body/Head Teacher is notified in writing of an appointment, the Safety Representative shall have the following functions:

3.I.1 To investigate potential hazards and to examine the causes of accidents in the workplace.

3.I.2 To investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work.

3.I.3 To make representations to the Head Teacher on matters affecting the health, safety and welfare of employees.

3.I.4 To carry out workplace H&S inspections, subject to reasonable notice to their line manager.

3.I.5 To attend safety committee meetings.

A safety representative is not obliged to carry out any or all of the above functions, and has no legal responsibility other than that which applies to all employees.

4 Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

4.A Access Control/Security

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school. Visitors are requested to sign in on arrival and out when leaving. They should be accompanied at all times unless the school holds satisfactory enhanced disclosure and barring record checks. The school's 'Visitor Safeguarding Information' leaflet should be brought to the attention of all visitors on arrival at the school.

4.B Accident Reporting, Recording & Investigation

Any accident or injury is to be reported in accordance with the School Accident Risk assessment by the staff member supervising at the time or a designated colleague. All significant accidents or incidents that are considered to be dangerous and/or near miss situations are to be reported to the Head Teacher who will carry out an immediate investigation to identify the cause of the accident. Measures should be taken to prevent reoccurrence.

The school uses the SCC provided on-line accident/ Incident reporting system for accidents falling under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) reporting regulations. The Head Teacher will ensure Governors are advised of all accidents that have been reported under RIDDOR, and any subsequent procedural amendments made as a result of such reporting and investigation.

All contractors must ensure that accidents involving their personnel are reported to the Head Teacher or School Business Manager as well as their own reporting chain.

4.C Asbestos

The School Business Manager has access to the Asbestos Survey Record, and will ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises. Staff should not drill or affix anything to walls without first obtaining approval from the Head Teacher and checking the survey. Any disturbance to asbestos materials should be reported to the School Business Manager and the area out of use until it has been deemed a safe working environment.

4.D Contractors

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules should in the first instance be reported to the Caretaker or School Business Manager. Contractors will be required to produce their own method statements and risk assessments.

4.E Curriculum Safety [including out of school learning activity/study support]

Teaching Staff and Curriculum Leaders are responsible for undertaking written risk assessments prior to commencing all activities. All risk assessments should be placed on the Surrey Educational Visits Website and must be approved by the Head Teacher prior to an activity taking place.

4.F Drugs & Medications

The school will administer prescribed medicines where it is essential to do so. The medicine must be in the original packaging with the prescriber's instructions. Parental instructions must be received in writing and a record sheet must be appropriately completed. (See separate Administration of Drugs and Medicines Policy and Children with Medical Needs Policy).

4.G Electrical Equipment [fixed & portable]

Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.

Where 13 amp sockets are in use only one plug per socket is permitted.

The protective outer sleeve of electrical cables is to be firmly secured within the plug. Where the outer sleeve is not secured within the plug and the connecting live wires are visible a qualified person is to be tasked to rewire the plug correctly.

Electrical equipment that is known to be or suspected to be faulty must not be used.

If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

The school undertakes an annual PAT testing check of all electrical equipment, using an external provider.

4.H Fire Precautions & Procedures (and other emergencies)

A separate fire policy is available and should be complied with by all school personnel. It covers all aspects of fire prevention.

Personnel are responsible for knowing the location of fire points and fire exits. They should know the location of the assembly point in the event of fire.

All personnel are to be conversant with the fire potential of materials and substances that they use and should exercise maximum care in their use especially those marked flammable.

Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

4.I First Aid

Mrs Hardisty and Mrs Wood are the school's nominated First Aiders.

First aid equipment is available in the medical room in the main school admin block. Portable kits are available and are used by anyone supervising in the playground at break times and should also be taken on off-site visits.

All staff are expected to attend inset day first aid training.

Due to the Coronavirus pandemic, all staff will have completed an online Basic First Aid course by the end of the Autumn Term. The nominated First Aiders will complete a higher level online course and face to face training will be booked as soon as this is available.

The School Business Manager keeps an updated central list of all staff and governor training, which indicates when medical training requires renewal.

In the event that an ambulance is required, the nominated first aider is responsible for making the necessary arrangements and for ensuring the patient is accompanied to hospital. The Senior Admin Officer is responsible for making sure the portable first aid kits are adequately stocked.

Further guidance from the DfE for managing first aid in schools can be found [here](#).

4.J Glass & Glazing

Any replacement glass required in doors and side panels should be safety glass.

4.K Hazardous Substances

When using harmful substances, whether material or chemical, all personnel must ensure that adequate precautions are taken to prevent injury to health.





No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations has been carried out and clearance is given for use by the Head Teacher or School Business Manager. [The school must be in possession of a safety data sheet.]

4.L Health and Safety Advice

The school subscribes to the Babcock 4S Service Level agreement for Health and Safety advice and it seeks advice where necessary from Surrey County Council.

4.M Housekeeping, cleaning & waste disposal

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Following the guidelines listed below can prevent accidents;




-  Keep corridors and passageways unobstructed
-  Ensure shelves in storerooms are stacked neatly and not overloaded
-  Keep floors clean
-  Do not obstruct emergency exits

4.N Handling & Lifting

Personnel should not lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. Pupils should not be requested to lift heavy and/or awkward loads.

4.O Jewellery

4.O.1 Children must not wear any earrings including stud earrings for PE / swimming.




-  Earrings must be removed by the child for PE.
-  Wearing plasters over the earrings is not permitted.
-  No member of staff is permitted to remove a child's earrings

In the interests of safety, children will not be allowed to take part in PE lessons if they are wearing earrings of any kind. This is in accordance with Surrey County Council guidance.

4.O.2 Apart from watches and stud earrings, all other jewellery is prohibited during the school day. Watches are to be removed for PE and swimming sessions.

4.P Legionellosis

The primary aim is to prevent the build-up of Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. Control measures are as follows;

-  The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly
-  Records are to be maintained of all cleaning and temperature checks carried out
-  Records are to be maintained of any maintenance

4.Q Lettings/shared use of premises and events held on school premises

Lettings group leaders and events organisers are responsible for their own risk assessments to cover the activities held on the school premises. The Site Supervisor will provide details to the group leader of the school emergency procedures and fire evacuation plan. The suitability of the letting activity, specifically health and safety, is considered prior to the contract

commencing. Any unacceptable breach of security of safety agreements will result in the agreement being cancelled.

4.R Litter



The Governing Body is required to keep land that is under its control and open to the air, free from litter, refuse and dog excrement so far as practicable. The school may use pupils to collect litter to improve awareness of the environment.

4.S Lone Working

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, and/or cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

4.S.1 Categories of lone worker

At Dormansland Primary School, a lone worker will most probably fall within one of the following categories:

-  Those who work in an otherwise unoccupied part of the building
-  Those working in the school building outside normal school hours

4.S.2 Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

4.S.3 Risk Assessment

It is the responsibility of the Health and Safety Co-ordinator/Head Teacher to ensure that an annual Health and Safety and Risk Assessment is undertaken and that members of staff are aware of the content of this as well as the risks of Lone Working. The risk assessment will take into account the type of tasks undertaken, the environment, health and safety instruction and training received and the individual's medical history.

Hazards identified will be evaluated by the Health and Safety Co-ordinator/Head Teacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Contractors will be given the opportunity by the Health and Safety Co-ordinator to complete a Lone Working Risk Assessment as necessary and receive the appropriate Health and Safety information.

4.S.4 Controls

Staff must seek the permission of the Head Teacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Head Teacher and/or Health and Safety Co-ordinator. Whenever possible it is recommended that staff work with a colleague.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should activate the door security system when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or Health and Safety Co-ordinator's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not always practicable for the Head Teacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's 'Fire and Emergency Procedures for Users other than School Personnel'. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones, they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general

concerns on health and safety to the Head Teacher and/or Health and Safety Co-ordinator. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Trade Union Reform and Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Head Teacher and/or Health and Safety Co-ordinator any aspect of work related risks.

The Health and Safety Co-ordinator and/or Health and Safety Governor will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

4.T Long Term Evacuation Plan

The school will ensure that procedures are in place to temporarily relocate staff and pupils to a safe place in the event of not being able to return to the premises after an evacuation e.g. a gas leak, fire etc. Details will include place of temporary relocation and, items to take e.g. contact numbers, mobile phone, medical items etc.

4.U Maintenance / Inspection of Equipment

The school will maintain details of what equipment requires periodic inspection, examination e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc., type of check required and frequency, who undertakes the checks and what records must be kept.

4.V Monitoring the Dormansland Health and Safety Policy

The Health and Safety Governor, Head Teacher and School Business Manager are responsible for carrying out an H&S workplace assessment on a termly basis. The H&S governor should monitor the implementation of the policy by staff. This process should include a review of accident reports.

4.W Playground Safety & Vehicle and Pedestrian Routes

The Head Teacher is responsible for assessing the number of adults to be in charge of pupils during lunch and other breaks. The number of competent trained supervisors is based on local risks that are reviewed termly and where risk assessment dictates.

Parents and carers are informed at what time the School begins to supervise the children at the start of the school day and what time in the afternoon the supervision ends. Reminders to parents and carers are issued periodically when required.

All vehicle and pedestrian routes will be appropriately maintained to ensure the safety of all persons.

4.X Reporting Defects

Staff and pupils should refer any defects or H&S concerns to a member of the Senior Leadership Team. If their concerns are not addressed, they should report to the Governor

responsible for Health and Safety. All staff have access to the SCC whistle blowing scheme, as well as the school's whistle blowing policy, as part of their Staff Handbook, updated annually.

Parental concerns should, in the first instance, be raised with the Head Teacher.

4.Y Risk Assessments

Responsibility for assessing and controlling risks rests with all personnel within the school.

Risk assessments will be maintained by the School Business Manager and circulated to all staff on a regular basis. The monitoring of risk assessment completion is the responsibility of the Health and Safety Governor. Risk assessments cover all categories of workers, volunteers, visitors and pupils.

A full schedule of risk assessments can be found within the Health and Safety folder on the main school computer systems and also in the School Business Manager's office.

4.Z School Security

The Governing Body has overall responsibility to make the school secure as part of their Health and Safety duties. The Head Teacher has the power to bar troublesome adults from the school premises. The Governing body has a power under Section 547 of the Education Act 1996 to authorise the removal from school premises of intruders causing a disturbance or nuisance. Where the LA requests such removal, it will seek the Governing Body's approval in the first instance.

Section 550AA of the Education Act 1996 introduced, from 31 May 2007 a power for head teachers and other members of school staff to search, without consent, a pupil whom they reasonably suspect is carrying a knife or other weapon.

In such circumstances, the Head Teacher shall follow the DfE published Guidance for School Staff: Screening or Searching Pupils for Weapons.

4.1.A School Trips/Off-Site Activities

All educational visits are subject to risk assessment carried out by the member of staff responsible for a particular visit, who acts on behalf of the Head Teacher.

The DfE good practice guidance on educational visits is used to develop a risk assessment and includes the functions expected of the trip co-ordinator.

In the event that the educational visit involves a centre providing commercial activities (i.e. including climbing, caving, waterborne and trekking activities to schools), the School will only use providers controlled by the Adventure Activities Licensing Regulations 2004.

While it is understood that the LA has no legal responsibility for the health and safety of pupils in a foundation school, the Head Teacher shall use the LA's expertise as necessary, through consultation with the LA Outdoor Education Advisor.

The Full Governing Body is responsible for monitoring the completion of the risk assessment and evaluating the risk assessment in terms of suitability and sufficiency. The significant findings shall be discussed with the Head Teacher.

4.1.B Smoking

Smoking is not permitted in the school or school grounds at any time.

4.1.C Staff Consultation

The school will establish appropriate consultation arrangements in accordance with the 1977 and 1996 regulations in relation to safety consultation.

4.1.D Staff Health & Safety Training and Development

New staff will be briefed about H&S arrangements by a person designated by the Head Teacher establishing minimum health and safety competencies for certain activities, (e.g. use of hazard substances, work at height, use of VDUs) and in certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc.) safety induction will be carried out for all new starters and where there are changes in equipment used or facilities in operation.

4.1.E Staff Well-being/Stress

The School will adhere to existing School and county arrangements in place for supporting staff and will act to reduce any circumstances which could potentially lead to occupational stress and consequent ill-health.

4.1.F Supervision [including out of school learning activity/study support]

The School will establish supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in the care of the school e.g. break times, agreed ratios for school trips, requirements for criminal conviction clearance.

4.1.G Use of VDUs/Display Screens

Staff are expected to comply with the risk assessment for working with VDUs. Staff who use VDUs for prolonged periods of time must follow best practise and complete the VDU assessment form. Any H&S issues arising from the use of VDUs should in the first instance be referred to the School Business Manager.

4.1.H Vehicles on Site, including reversing

Management of vehicles on site should be undertaken in accordance with the relevant risk assessment. Particular attention will be given to the avoidance of reversing and the control of reversing where its elimination cannot be achieved. This will be carried out in accordance with the safety hierarchy for reversing vehicles and plant. The safety of children is paramount and parents are therefore requested not to park on site at any time.

4.1.I Violence/Disruption to Staff/Pupils

Teachers and other Staff who have lawful control or charge of pupils have the power to use reasonable force to prevent pupils committing a crime, causing injury or damage, or causing disruption.

This power under Section 550A of the Education Act 1996 is covered by advice contained in Circular 10/98, The Use of Force to Control or Restrain Pupils. The Governing Body monitors compliance with these guidelines. (See also school's Use of Touch and Physical Restraint Policy).

4.1.J Working at Height

Staff should comply with the control measures as indicated by the Working at Height Risk assessment. Instructions for working at Height will be issued on an annual basis to all members of staff. Staff should ensure they have adequate and appropriate equipment and should refer to their line manager if additional resources are required. It is not appropriate for pupils to be undertaking tasks, which require them to work at height unless it is part of the curriculum and has been risk assessed and control measures put in place.

4.1.K Work Experience

The Head Teacher is responsible for arrangements for assessing potential work placements. Arrangements must be made for a brief but suitable induction to be made at the start of any placement on school premises. Students must be supervised at all times.

5 Monitoring and review

To ensure the effectiveness of the School Health, Safety and Welfare Policy in providing and maintaining environments and systems of work which are safe and without risk to health, procedures for monitoring will be established:

- 5.A All Dormansland Primary School teaching personnel are required to routinely and regularly inspect the areas within their control and carry out operational risk assessments on the risks identified.
- 5.B Health and Safety inspections will be conducted. Written reports will be provided and minuted at Full Governing Body meetings.
- 5.C A number of selected activities will be reviewed from time to time to confirm that school management are satisfying their responsibilities and duties.
- 5.D Records of accidents and incidents will be reviewed to assist in the school risk assessment process and in the setting of priorities.
- 5.E All employees are required to bring to the attention of a senior member of staff any areas of the School Policy for Health, Safety and Welfare that appears to be inadequate.