

# Dormansland Primary School



## Health, Safety and Welfare Policy

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<b>Review period</b>	Annual	<b>Status</b>	Statutory
<b>Owned by</b>	Mark Cook / Faye Davies	<b>Reviewed by</b>	Governors

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# Part 1: Statement of General Policy on Health, Safety, and Welfare

## The Governing Body and Headteacher of Dormansland Primary School:

1. Recognise and accept our responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment, ensuring the welfare of all employees, pupils, visitors, and any other persons who may be affected by our work activities.
2. Act in accordance with the general health and safety policy of Surrey County Council.
3. Recognise that good wellbeing is integral to our organisational and business performance and is significantly improved by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.
4. Adopt and promote safe working practices and high standards. The most effective approach to preventing occupational ill health, injury and loss is by systematic identification and control of risk. We will strive to improve our performance in reducing and controlling the risks we face. We will meet both common law and statutory health and safety duties.
5. Will provide as necessary, sufficient policy, procedures, arrangements, and supervision, to ensure compliance with all relevant health and safety legislation, and will so far as is reasonably practicable ensure:
  - The maintenance of safe plant and safe methods of work without risks to health.
  - The safe use, handling, storage and transport of articles and substances
  - Effective information, instruction, training, and supervision to keep all staff, pupils, and visitors safe is readily available.
  - The premises for which they are responsible have safe access and egress for all staff, pupils, and visitors.
  - Adequate facilities and arrangements for welfare are provided.
  - A positive health and safety culture is promoted, through communication and consultation with employees and their representatives.
  - The safety of visiting contractors, members of public and authorised visitors.
6. Require all managers in the school community to act in accordance with the school's health and safety policy and procedures and require the same of persons that they supervise and take responsibility for.
7. Require all staff to actively support the school's responsibilities by working with due regard to the safety of themselves and others. We expect a similar approach from contractors, partners and volunteers, and from other visitors who use our facilities or visit premises.

8. In support of the above, the governing body and Headteacher will ensure an adequate process for risk assessments for the school to be carried out and the significant findings shared with all relevant persons and incorporated into the school's health and safety procedures.

**Keith Coleman,**  
**Chair of Governors**

**Mark Cook and Faye Davies**  
**Co- Headteacher**

## Part 2: Organisation and responsibilities for health, safety, and welfare

The following health and safety organisational structure, and roles and responsibilities are approved by the governing body and Headteacher.

### The employer

Surrey County Council as the employer in Community and Voluntary Controlled schools has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headteacher who has day to day responsibility for staff, pupils, and others, as 'officer in charge' of the premises. The Headteacher will ensure the overall implementation of this policy.

### The governing body

The role of the governing body is to ensure clarity of vision, ethos, and strategic direction. It approves the health and safety 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 health and safety policy.

The governing body will specifically:

1. Include health and safety targets in the school development plan. Targets may include:
  - Provision of facility for health and safety purposes.
  - Reductions in accidents/incidents.
  - Training for Governors/staff
  - Revision of policy/procedure
2. Nominate a health and safety governor as the link between the governing body and the wider school community, who will stay up to date with school health and safety initiatives and inform the governing body accordingly.
3. Be informed and updated of Surrey County Council's health and safety policy and receive advice and support from relevant officers of the Council, or advisors acting on their behalf.
4. Ensure that health and safety is an agenda item on full governing body termly meetings and receive a termly health and safety report from the Headteacher currently. This report should include information on:
  - Progress of any health and safety targets in the SDP.
  - Accident/incident analysis
  - Relevant health and safety information received from the Council or its advisors.
  - Suggestion on future health and safety initiatives.
5. Facilitate any necessary review of the school's health and safety policy and procedure as may become apparent through the strategies above.

6. Take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises; ensuring adequate provision is made for maintenance of the school premises and equipment.

## Headteacher

As the senior manager for the premises, and of all on- and off-site school related activities, the Headteacher is responsible for the day-to-day management of health and safety. They will advise the Council/governors of any health and safety issue where their support or intervention, either through system or finance, is necessary and appropriate to affect the requirements of this policy. They will ensure that:

1. The contents of this policy are brought to the attention of all relevant persons.
2. A process for risk assessments is applied within the school.
3. Appropriate control measures are implemented.
4. Assessments are monitored and reviewed as necessary.
5. There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
6. Appropriate staffing levels for safe supervision are in place.
7. An adequate schedule for inspection, maintenance and statutory assessments is in place to ensure a place of work in a safe condition and a safe working environment, in line with DfE's Good Estate Management in Schools, which will include:
  - The fabric of the building
  - Play equipment
  - Fire appliances
  - Boiler/heating systems
  - Portable electrical appliances
  - Water systems
  - Swimming pools, water features and safety around ponds
  - First aid/medical facility and equipment
  - Premises staff equipment
  - Trees
  - Curriculum specific e.g. gymnasium and fume cupboards
8. An adequate needs analysis of health and safety training is undertaken for school staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
  - Headteacher health and safety awareness and asbestos management training (as the Responsible Person)
  - Health and safety induction training (all new and temporary staff including agency)
  - Emergency/fire training for the whole school community
  - First aid
  - Risk assessment
  - Health and safety coordinator
  - Manual handling
  - Working at height

9. Any further specific health and safety training identified by the training needs analysis as being necessary and appropriate will also be considered and carried out.
10. Adequate and easily retrievable health and safety training records are available and up to date.
11. The school secures and maintains an arrangement for obtaining competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
12. A termly health and safety report is provided to governors.
13. The school cooperates and participates in Surrey County Council's health and safety monitoring arrangements.
14. An Educational Visits Coordinator (EVC) is appointed and trained accordingly.
15. Contractors (including catering, cleaning, and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
16. Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents, and timely review and sign-off of reports.
17. Emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly.
18. The fire risk assessment is reviewed annually and/or whenever significant changes or building work might affect the means of escape. The Headteacher is the responsible person as required by the Regulatory Reform (Fire Safety) Order 2005.
19. May delegate functions to other staff (e.g. school business manager) who may be tasked with the health and safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

### **Teaching staff (including supply)**

Teaching staff are responsible for the health and safety of all pupils under their control and must ensure:

1. Effective and appropriate supervision of the pupils that they are supervising.
2. That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
3. They are familiar with the school's health and safety policy and any arrangements specific to their own department.
4. That emergency procedures in respect of fire, emergency evacuation, emergency lockdown and security, and first aid are carried out.
5. Where relevant, that all personal protective equipment (PPE) is suitable and in good condition prior to issue and removed from use if found to be defective. PPE must be properly looked after and stored when not in use, e.g., in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.
6. Where relevant, safety devices such as machinery guards are in good condition, maintained and are used in accordance with good practice, following manufacturer's instructions to allow us to comply with safety legislation.
7. They report any defective equipment to the relevant person, such as the site supervisor/caretaker of the premises team.
8. All accidents and incidents are reported, including near misses, and the correct reporting procedure is followed.

## Caretaker

The Caretaker, through consultation with the School Business Manager is responsible to the headteacher to ensure that:

1. The removal from service of any item of furniture, apparatus, or equipment which has been identified as unsafe
2. That any identified hazard is appropriately removed, isolated, or contained as necessary to prevent danger.
3. That periodic health and safety site inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. These inspections may be carried out with others such as governors, health and safety coordinator etc.
4. That persons they supervise only undertake work for which they are competent.
5. That all staff work in accordance with safe working practices issued by the school and the Council.
6. That all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
7. Inform all contractors of any known hazards which might affect them whilst at work.
8. Support the health and safety co-ordinator in undertaking or arranging checks, inspections, statutory assessments, and examinations in accordance with the DfE's Good Estate Management in Schools by suitably competent persons and ensuring that records are kept locally.

## Health and safety co-ordinator

The Headteacher may appoint or nominate a health and safety coordinator (**School Business Manager**). They carry out specific functions which include:

1. Having an overview of the school's health and safety policy and arrangements, bringing amendments to the attention of the Headteacher where necessary.
2. Overseeing and supporting the school's risk assessment/risk management process and advising the Headteacher of any deficiencies.
3. Ensuring all inspections, statutory assessments, and examinations including for management of asbestos and legionella, are carried out in accordance with the DfE's Good Estate Management in Schools by suitably competent persons and that records are kept locally.
4. Ensure that all staff and all contractors on site follow the school's arrangements for managing asbestos set out in the Asbestos Management Plan, including that no works shall be undertaken on the fabric of the building without an intrusive survey being undertaken.
5. Carrying out, with the Headteacher and others as appropriate, the school's accident and incident recording, reporting, and investigation arrangements.
6. Arranging termly evacuation drills and weekly fire alarm tests etc.
7. Advising the Headteacher and/or the Council of any defect in the state of repair of the building or its grounds, which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.

8. Arranging for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
9. Coordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
10. Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
11. 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.
12. 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 advice.
13. Carry out health and safety functions in school and maintain an overview of the health and safety organisation and management of the school, and report to the Headteacher accordingly.

### **All employees (including temporary and 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 health and safety responsibilities. All employees must:

1. Participate in the school's risk assessment process and comply with findings.
2. Report any defects in the condition of the premises or equipment of which they become aware.
3. Report all accidents/incidents in accordance with the school's procedure.
4. Be familiar with the procedure to be followed in the event of a fire/emergency.
5. Make use of personal protective equipment provided for safety or health reasons.
6. Follow all relevant safe working practice and local rules.
7. Report any unsafe working practices to their line manager.

### **Safety representatives**

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/Headteacher is notified in writing of an appointment, the safety representative shall have the following functions:

1. To investigate potential hazards, dangerous occurrences and examine the causes of accidents and near misses in the workplace.
2. To investigate complaints by any employee they represent relating to that employee's health, safety, or welfare at work.
3. To make representations to the Headteacher on matters affecting the health, safety, and welfare of employees.
4. To carry out workplace health and safety inspections, subject to reasonable notice to their line manager, and present findings to the Headteacher.

If two or more union-appointed health and safety representatives request in writing that you set up a health and safety committee, you must do so within three months of the request.

## **Part 3: 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:

### **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.

### **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.

### **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.

### **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.

## **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.

## **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).

## **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.

## **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.

## **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](#).

## **Glass & Glazing**

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

## **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.]

## **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.

## **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

## **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.

## **Jewellery**

- 🌀 Earrings must be removed by the child for PE.
- 🌀 Wearing plasters over earrings is permitted.
- 🌀 No member of staff is permitted to remove a child's earrings

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.

## **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

## **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.

## **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.

## **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.

### 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

### 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.

### 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.

### 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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **Smoking**

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

### **Staff Consultation**

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

### **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.

### **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.

### **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.

### **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.

### **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.

### **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).

### **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.

### **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:

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.

Health and Safety inspections will be conducted. Written reports will be provided and minuted at Full Governing Body meetings.

A number of selected activities will be reviewed from time to time to confirm that school management are satisfying their responsibilities and duties.

Records of accidents and incidents will be reviewed to assist in the school risk assessment process and in the setting of priorities.

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.