



Sandford St. Martin's
P R I M A R Y S C H O O L

Health and Safety Policy 2024-25

Our mission statement: Learn Love Laugh

Safeguarding

If there are any Safeguarding issues that arise from the implementation of this policy, then they should be dealt with in accordance with the School's Safeguarding policy. Any safeguarding concerns should be referred directly to the School by telephone or in person for the attention of the Designated Safeguarding Lead along with any concerns relating to the Prevent Strategy.

Equality

This policy should be read in conjunction with the School's Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all.

Statement of Intent

Sandford St Martin's CE (VA) Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

The Law

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

The governing body, as the employer, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999) to ensure all the following is in place and adhered to: -

- Develop and regularly update a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, **so far as reasonably practicable**, the health, safety, and wellbeing of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the school including volunteers involved in any school activity and contractors working on the school site;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage the risks, and instruct employees about the risks and the measures to control them;
- Ensure that staff are competent and trained in their responsibilities (including written records of training); and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school. **However, the governing body retains the ultimate responsibility no matter who carries out the tasks.**

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring

health, safety and wellbeing and to conduct their duties in accordance with them.

This includes taking sensible and safe decisions regarding working at height and working alone, for which separate policies and parameters are in place.

Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. The governors will receive regular reports to enable them, in collaboration with the headteacher, to prioritise resources for health, safety and wellbeing issues.

The governors have appointed a Health and Safety Governor to receive information, monitor the implementation of policies, procedures and decisions and feedback to the governing body on health, safety and wellbeing issues.

The Governors of Sandford St Martin's CE (VA) Primary School will

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Seek improvement to working conditions according to priorities within existing resources.
- Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as is reasonably practicable.
- Ensure that risk assessments are carried out within the school using LEA risk assessment forms and to ensure the assessments are reviewed at least annually.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure that staff can access training to ensure their competence for their task.
- Accept the duties they may hold as a client when they arrange for work through contractors or volunteers. Follow Diocesan guidance for the selection of competent contractors and **will** seek assistance from the schools Property Surveyor or DC Property Management Division when necessary.
- Ensure that volunteers receive adequate instruction and supervision to work safely.

- Ensure all staff accidents, significant pupil accidents and third-party accidents are reported to the County Health and Safety Team in accordance with the LA accident reporting procedure.
- Review on an annual basis, all accidents and incidents reported to identify trends.
- Consult with the school council and inform pupils of their responsibility for health and safety.
- Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so they may undertake their health and safety related functions, including reasonable paid time off for consultation, inspections and investigations.
- Ensure regular workplace inspections are carried out, on a termly basis.

Headteacher

The headteacher has responsibility for: -

- Day to day management of all health and safety matters in the school in accordance with the health and safety policy.
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Identifying and facilitating staff training needs.
- Liaising with governors on policy issues and any problems in implementing the health and safety policy.
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Providing necessary facilities for all employees to be consulted on health and safety matters.
- Where contracts are negotiated directly between the school and the contractor, the headteacher is also expected to monitor purchasing and contracting procedures, to ensure that the employer's health and safety policy is complied with. These processes may be delegated, in writing, to another individual for given contracts and purchases. See paragraphs below. For example: -
 - for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.
 - appointed with the authority of the headteacher to request action from the contractor where conditions are considered to be unsafe.

Whilst the responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the schools safety co-ordinator / manager, site manager, governor).

Staff with special responsibility

The following staff have special responsibility:

Site Caretaker

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the headteacher any problems they are unable to resolve within the resources available to them.

School Business Manager

- Local arrangements for the purchase, inspection and maintenance of equipment and its specification. PAT testing every two years.
- Supporting the headteacher and site caretaker with routines and maintenance logs.

Admin staff

- Operation of safe entry and exit of school, signing in, visitor awareness of fire evacuation and safeguarding arrangements.

Class teachers

- Maintaining a safe classroom environment

Phase Leaders

- Maintaining a safe phase environment

Headteacher

- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Ensuring that risk assessments are carried out when necessary and reviewed, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.

Deputy Headteacher

- First aid training and records
- Safeguarding training and records

Nominated Governor

- Keeping oversight of operational and strategic repairs, maintenance and improvements
- Reporting health and safety issues and progress to FRC

Lead First Aider/Deputy Headteacher

- Responsible for ensuring First Aid training and refresher courses are up to date and correct ratios of staff are trained.
- Inspection of first aid kits.

EVC

- Responsible for overseeing and coordinating educational visits and ensuring compliance with Local Authority requirements and effective record keeping.

Employees

All school employees are directly responsible for:

- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operating fully with their manager or responsible person on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression or cases of work-related ill health.
- Report to the relevant manager, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

Volunteers

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

School health and safety representatives

Safety representatives are appointed by recognised Trade Unions.

The current representative is _____, Dorset Council.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where safety representatives are appointed they will be given adequate time and facilities to fulfil their functions.

Contractors

All contractors under school control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site.
- The contractor will be required to name an individual who will be responsible for the co-ordination of the contractors' activities on site.
- The headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the headteacher, or by the contractor, in consultation with the headteacher. All contractors must report to the responsible person named in the contract before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

Visitors and other users of the premises

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. youth service, leisure centre, catering and cleaning contractors and outside staff based in schools.

- All visitors to the school must comply with the school health and safety policy and procedures.
- Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (visitor's book) and the time they leave. This should include all visitors to the school including Governors, Property Surveyor, Contractor's etc.

- Where applicable visitors will be required to wear a 'visitors' identification sticker which will be supplied by the school.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the school premises, the person who is accompanying the visitor will take him / her to the fire assembly point.
- Should an incident / accident occur involving a visitor it must be reported using school accident reporting procedure and form and sent to the County Health and Safety Team. The Chair of Governors must also be advised of the incident. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature or fatal the headteacher should contact the County Health and Safety Team immediately on 01305 225019. In addition, immediate contact with the chair of governors must be made.
- Persons hosting visitors including meeting arrangers must ensure:
 1. Visitors are alerted to the establishment fire and safeguarding procedures.
 2. Visitors adhere to the 'no smoking' policy.
 3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
 4. Visitors record time of arrival and departure on the entry/exit system
 5. Where applicable visitors are provided with and wear identification badges/stickers.
 6. Visitors are accompanied or authorised to enter the premises.
 7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
 8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
 9. Visitors report all accidents, incidents and near misses to the host.
 10. Visitors wear protective clothing that is supplied when necessary.

Lettings

The School Business Manager will ensure that the person with responsibility for arranging lettings will ensure that the hirer of the

premises, for any event, is aware of his / her obligations under health and safety legislation and the school lettings policy.

Pupils

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Arrangements

Monitoring and Inspection

The school buys in to the Service Level Agreement for Health, Safety and Wellbeing. As part of this service the County Health and Safety Team conduct an audit or review of the school's health and safety systems. A copy of the latest audit is available from the Headteacher. A Governor with delegated responsibility carries out a termly Health and Safety inspection, reporting findings back to the Headteacher.

First aid

The school has assessed the need for first aid provision and ensures that the guidelines given within the latest LA First Aid Code of Practice are complied with.

An up to date list of all first aiders is displayed on the large cupboard in the first aid room.

First aid kits are located in each corridor, by the staffroom and in the first aid room (the first aid room is available for lunchtimes, PE lessons and an additional kit is available for school trips and visits). The contents of the kits will be checked on a monthly basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit, restocking where necessary.

For further information please see the school's **First Aid Policy**.

Accident recording

The school will record all accidents in accordance with LA Accident reporting policy and procedure.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the County Health and Safety Team on the school's behalf.

Administration of medicines

The school follows DfE guidance on the dispensing of medicines within school.

For further details please see the schools **Administration of medicines policy**.

Off site visits

The school follows DC Children's Services Off Site Events and Adventurous Activities Policy.

Further information can be found within this policy.

Fire

The school will ensure that a fire evacuation drill is completed at least once per term and record the proceedings in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

The Governing Body will ensure a fire risk assessment is completed and updated at least annually or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

EMERGENCY PLANS/CRITICAL INCIDENTS

The Headteacher will ensure that an emergency/critical incident plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) Save life;
- (ii) Prevent injury;
- (iii) Minimise loss.

The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.

The Emergency/Critical Incident policy is reviewed in line with policy and procedures modified as needed during drills/practises.

Electricity

The school will undertake to inspect and test all portable appliances by a competent person on an at least two-yearly basis with a written annual visual check in between the years of PAT test.

The competent person will produce an inventory of test which will be kept by the School Business Manager.

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used, will be labelled and reported as defective for replacement/repair.

The school will ensure that the fixed wiring inspections are completed on a 5-yearly basis by a competent contractor.

If personal items of electrical equipment are required to be used in school then permission must be sought from the Headteacher who will visually inspect the cabling to the device to ensure no loose wiring or potential risk is evident.

Work equipment

All work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a Diocesan, LA approved or trade registered contractor (e.g. Corgi).

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the school. All employees will be expected to wear the PPE when operating the equipment.

Access equipment (kick-stools, ladders, tower scaffolds and mewps etc)

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use. An inventory is required for all access equipment with a formal written 6 monthly check (tower scaffolds and mewps will require specialist and more frequent checks).

Control of hazardous substances

All substances that may be considered hazardous to health have been assessed (except in science – these are covered by CLEAPSS hazcards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored. Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

Asbestos

The school has an asbestos register as this is a legal requirement. This is located in the school office. The site has no registered asbestos due to its age of build.

All contractors must be shown the register before work commences.

Any uncovering, damage or suspected damage to asbestos should be reported to the headteacher who will contact the schools Property Surveyor immediately.

Legionella

A chlorine dioxide dosing system for the prevention and control of microbiological populations is in operation within the plant room, feeding the domestic hot water calorifier. The chlorine dioxide generation and dosing equipment is installed within the plant room on the cold-water supply to the DHW calorifier to allow the chlorine dioxide to completely disperse within the water achieving a uniform concentration in the DHW system. The site manager maintains this system which has a monitoring station with digital display, low level chemical alarms and flow safety monitoring chlorine dioxide levels via a recirculation loop. This HydroDOS system negates the need for water temperature checks and the running off of standing water.

Violence

The school follows LA policy and guidance for violence at work. For further information please refer to the DC Violence at Work Policy (schools).

All incidents of verbal and physical abuse will be recorded on the accident / incident report form and sent to the County Health and Safety Team.

Physical intervention/positive handling

The school uses de-escalation principles to counter inappropriate behaviour. Central to this is to always seek to maintain dignity, safety and positive behaviour management. Decisive action is always crucial when working with children and the school seeks to reduce risks, restraint and restrictions as a first priority. Occasionally physical intervention is required to support a child (or indeed an adult) who may have lost control. Any decision to intervene physically; to hold, guide, or escort a child from an area or a situation is done so with the upmost professionalism and as a last resort. Formal risk assessments are written down and any child deemed to be likely to need physical intervention would be subject to a regularly reviewed 'positive handling plan' which should be agreed with the parents where possible.

'Live' dynamic risk assessment is a common approach and is done in real time in real situations at Sandford St Martin's. Staff act within the mantra 'what would I want someone to do in this situation if it were my child or loved one?'. We employ the 'best interests' principle at all times – all actions are taken with the child or vulnerable adults' best interest as the paramount consideration. Any physical intervention would be approached under the legal parameters of Reasonable, Proportionate and Necessary.

Due to the nature of physically intervening in a situation of highly charged emotion, aggression, fighting or assault it is recognised that the potential for accidentally scratching, marking or damaging the skin of a child or adult is real. Accidental injury can occur i.e. if there was a struggle or resistance. The school also acknowledges that sometimes minimal discomfort might be experienced when disengaging from an approved hold. Only staff who have been trained in 'team teach' approach and interventions should be regularly involved in positive handling plans. This would usually be carried out in pairs, with a third 'observer' to help ensure the suitability and safety of all involved. Any employee is expected to risk assess a live situation and act in the best interests of everyone present, including themselves.

Our positive behaviour management policy and regular behaviour/emotional/SEND training helps ensure all staff are aware of how to avoid the escalation of refusing, rude, aggressive or stubborn behaviours.

Manual Handling

The school complies with the LA Manual Handling Policy and Procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training. For further information please refer to the DC Manual Handling Policy.

Lone working

The school complies with the LA Lone Working Policy and completes risk assessments for any lone working scenario. For further information please refer to the DC Lone Working Policy.

Risk assessments

Risk assessments are completed for any significant risks in accordance with the EA Risk Assessment policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident. For further information please refer to the DC Risk Assessment Policy.

Forest Schools

Our Sandford St Martin's CE VA Primary School Forest School Health and Safety policy is an additional document covering:

1. Site issues – our woodlands
2. Basic Rules/emergency calls
3. Risk Assessments and first aid arrangements
4. Tool Use
5. Fires
6. Shelter Building
7. Forest Areas
8. Equipment and resources
9. Toilet facilities
10. Additional emergency procedures

Training and records

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.



SANDFORD ST MARTIN'S CE (VA) PRIMARY SCHOOL

HEALTH & SAFETY POLICY	
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