



Moordown St. John's CE Primary School

Policy for Health and Safety

*"A Christian community where commitment
to educational excellence changes lives"*

The Board of Directors of Moordown St. Johns CE Primary School ratified this policy on 24th September 2026.

Review Date: September 2027 (annually)

A copy of this policy in an alternative format, such as large print or different language, may be provided on request from the school office.

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1. Statement of Intent

Moordown St. John's Church of England Primary School, hereby known as MSJ recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

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

In **our Academy school** statutory health and safety responsibilities fall on the Board of Directors (as the employer) and on the headteacher and staff (as employees).

This policy has regard to the Department for Education guidance Health and safety: responsibilities and duties for schools and relevant Health and Safety Executive guidance.

It reflects, as applicable, the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, COSHH Regulations 2002, RIDDOR 2013, the Regulatory Reform (Fire Safety) Order 2005, the Work at Height Regulations 2005, the Health and Safety (Display Screen Equipment) Regulations 1992 and the Gas Safety (Installation and Use) Regulations 1998. Sections relevant to Reception also have regard to the statutory EYFS framework. As an academy, the school also acts in accordance with its funding agreement and articles of association.

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

- *Develop and regularly update a health and safety policy and advise employees of it;*
- *Have a critical incident/business continuity 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 Board of Directors may delegate specific health and safety tasks to others at the school. **However, the Board of Directors retains the ultimate responsibility no matter who carries out the tasks.**

2. 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.

See Appendix 2 for current delegation of responsibilities

2.1 Directors

The Directors are responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. The Directors will receive regular reports to enable them, in

collaboration with the headteacher, to prioritise resources for health, safety and wellbeing issues e.g. sharing the H&S action plans.

Each year the directors will nominate a **designated director** to monitor the implementation of policies, procedures and decisions and feedback to the governing body on health, safety and wellbeing issues.

- 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 possible.
- Ensure that risk assessments & procedures (**see list in MSJ School Policy Tracker – under H&S tab / Appendix 1**) are carried out within the school and assessed regularly.
- 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. Ensure that volunteers receive adequate instruction and supervision to work safely.
- Review on an annual basis, all accidents and incidents reported to identify trends.

2.2 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.
- Ensure yearly workplace inspections are carried out by staff.
- Ensure all staff accidents, significant pupil accidents and third party accidents are recorded and reported to BCP/Dorset Council (via our SLA) and HSE, as appropriate.
- Consult with the School Parliament and inform pupils of their responsibility for health and safety.
- Submitting inspection reports to the directors.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure regular workplace inspections are carried out by the school's **Estate Manager** and **Directors responsible for health & safety**.
- 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.
- Chairing the schools' premises management group.
- Identifying and facilitating staff training needs.
- Liaising with directors and/or the H&S adviser (Dorset Council) 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.

The school **Estate Manager** is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

The **Estate Manager** is appointed with the authority of the headteacher to request action from the contractor where conditions are considered to be unsafe.

2.3 Staff with Special Responsibilities

The following staff have special responsibility: **Estate Manager, HR Manager and EVC coordinator.**

These job holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- The coordination of the schools health and safety policy in their own department or area of work, directly responsible to the headteacher for the application of the health and safety procedures and arrangements.
- Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools and machinery.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the headteacher or line manager any problems they are unable to resolve within the resources available to them.
- 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.
- 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.
- Obtain relevant advice and guidance on health and safety matters.

2. 4 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.
- Cooperating 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.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

2.5 Volunteers

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the schools 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.

2.6 School Health and Safety Representatives

Safety representatives are appointed by recognised Trade Unions.

At present there are no safety representatives.

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.

2.7 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 **Estate Manager** will be responsible for the coordination 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 above 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.

2.8 Visitors and other Users of the Premises

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating 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's 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 Directors, Property Surveyor, Contractor's etc.
- Where applicable visitors will be required to wear a 'visitors' identification badge 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 schools 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 to the Board of Directors using the accident reporting policy and procedure and form. 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 Dorset Council (SLA) and the BCP/Diocese support teams (schools.continuity@bcpCouncil.gov.uk).
- Persons hosting visitors including meeting arrangers must ensure:
 1. Visitors are alerted to the establishment fire & 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 in the visitors book.
 5. Where applicable visitors are provided with and wear identification badges.
 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.

2.9 Lettings

The Headteacher 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's and safety policies where appropriate.

The Directors and Headteacher must ensure that:

1. The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff;
6. The Transfer of Control document and Hiring Agreement is signed by all hirers.

Please also refer to the ***School's Lettings Policy***.

2.10 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.

All pupils and parents will be made aware of this section of the policy through publication on the school website.

3. Monitoring and Inspection

The school buys into the Service Level Agreement for Health and Safety with **Dorset Council**. As part of this service the school is provided with an audit to review the schools health and safety systems. A copy of the latest audit (**May 2026**) is available from the school office and is stored in the Health & Safety folder on the school server.

The school is inspected regularly by the Estate Manager for any defects that could lead to an accident or ill health of any occupant and the results reported to the Headteacher and Governing Body.

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the Estate Manager's snagging book or contractor's defects sheet *and* reported to the Headteacher.

Monitoring and inspections of classrooms will be carried out by class teachers. Routine documented inspections of the premises will be carried out annually. Inspection findings are to be recorded on the locally adapted Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Estate Manager and/or Headteacher and recorded on the Estate Manager's snagging book. The Headteacher and Estate Manager review the snagging book and general premises action plan fortnightly. Any identified high level risks or safety management concerns are to be actioned at staff meetings and/or the appropriate Director meeting.

Periodic detailed inspections of the premises' safety management system will be carried out every term by the Estate Manager, Headteacher, staff and directors with responsibility for Health and Safety. These documented inspections will examine areas of the safety management system and will be carried out using the locally adapted Annual H&S Inspection Checklist.

Checklists MSJ currently use include:

- Appendix 3: Moordown St John's Monthly Checklist for Children's Outdoor Play Areas & Equipment
- Appendix 4: Moordown St John's Primary School Termly Inspection Checklist;
- Appendix 5: Workplace Inspection Checklist for all classrooms, offices and internal public areas;
- Appendix 6: Fire alarm test records;
- Appendix 7: Emergency lighting test records;
- Appendix 8: First Aid box checklist

Arrangements

4. Accident recording

The school will record and review accidents, injuries and significant first aid incidents in accordance with the Accident Reporting Policy and current HSE/RIDDOR requirements.

- Pupil first aid treatment and accident incidents, including minor injuries, are recorded electronically on Meditracker by the member of staff/first aider dealing with the incident. Parents/carers are informed in accordance with the First Aid Policy and the nature of the injury.
- More significant pupil accidents, and accidents involving staff, visitors or contractors, are additionally recorded and retained in accordance with the Accident Reporting Policy and the school's record-retention arrangements.

- Serious incidents are investigated by the Headteacher, with advice from the school's health and safety adviser where appropriate. Investigation records are stored securely with access restricted to relevant staff and Directors.
- A near-miss log will be kept in the school office
- The Office Manager, in liaison with the Headteacher and the school's health and safety adviser, will ensure that any reportable work-related injury, disease or dangerous occurrence is notified to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

5. Administration of medicines

The school follows current DfE statutory guidance on supporting pupils with medical conditions and the school's **Supporting Pupils with Medical Conditions Policy**.

Medicines are stored, administered and recorded in accordance with those arrangements and individual healthcare plans where required.

All administration of medicines in school is recorded electronically on Meditracker, including the medicine, dose, time and member of staff administering it. Any refusal, error, omission or other concern is managed and escalated in accordance with the Supporting Pupils with Medical Conditions Policy.

The school also maintains a separate **Allergy Safety Policy** in accordance with the statutory allergy safety duties in force from September 2026. This includes arrangements for identifying pupils with allergies, individual allergy plans, staff awareness and training, reducing allergen exposure, responding to anaphylaxis and learning from allergy incidents and near misses.

School-owned emergency adrenaline auto-injectors (AAIs) are maintained as an additional emergency safeguard in the school office, first aid room (for the swimming pool area). They do not replace a pupil's own prescribed AAIs. The office emergency AAI is the identified device accessible for authorised extended-school, wraparound and lettings use; independent providers remain responsible for their own allergy arrangements and for ensuring individuals' prescribed medication is available.

6. Asbestos Management

The school's asbestos management survey report was completed in Dec 2021 by ASI Environmental and no asbestos material was detected at that time. This report is valid indefinitely and is located on the health and safety folder.

The asbestos management on site is controlled by the asbestos competent person, the **Estate Manager**.

The asbestos register is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information will be notified to the Headteacher in order that the asbestos register may be updated accordingly.

- *Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the competent person.*
- *Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the responsible manager/headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and contact the BCP Property Services team/ Dorset Council for guidance.*

Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the responsible manager/headteacher.

7. COSHH - Control of hazardous substances

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

All substances that may be considered hazardous to health have been assessed, including those used in the curriculum e.g. Science teaching. Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

A copy of the health and safety data sheet and COSHH risk assessment (including emergency procedures for dealing with spillages) will be available in the location of where the chemicals are used / stored and this is completed by the Estate Manager. 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).

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Food or drink containers are never used to store chemicals.

As part of Health Education, children are taught to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc, and are warned of the associated dangers.

See also the **COSHH Policy**.

● 7.1 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances, flues and stop buttons are regularly maintained. All rooms with gas appliances are checked to ensure that they have adequate ventilation.

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

The school has an SLA with Southern Mechanical (07850574074) to respond to these non-emergency issues and will also issue the annual gas safety certificate.

- **7.2 Legionella Management**

The school has a legionella survey which is located in the Estate Managers office and on *R:\Teaching Staff\Health & Safety\NEW H&S 2020 NEW AND UPDATED HERE\16. Water Hygiene and Legionella.*

The most recent Legionella report & risk assessment (by Aquacare) was February 2025.

The Estate Manager is responsible for ensuring that any monthly temperature checks are completed (completed by Aquacare) and the flushing records are completed. Further information of legionella can be obtained from Jason Greatbanks on 01305 221908.

The risks from legionella will be mitigated by the following:

- Monthly flushing of little used outlets
- Monthly temperature checks on hot and cold outlets
- Annually cleaning and descaling shower heads and hoses (where appropriate) and annually T.M.V.s serviced annually. This is completed by the Estate Manager and records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes.

8. Electricity

The school will undertake to inspect and test all portable appliances by a competent person in accordance with the latest risk assessment. Our current policy details that classroom and office electrical equipment will be tested every 2 years. Pool and kitchen appliances are subject to an annual testing.

The competent person will produce an inventory of test which will be kept by the Estate 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 and annually in the pool building by Polarity.

If personal items of electrical equipment are required to be used in school then permission must be sought from the Estate Manager and the equipment must have a current portable appliance test completed on it, if over 12months old.

9. Emergency Planning

This includes the actions that will be taken in the event of an emergency evacuation of the school site or a critical incident including lockdowns, adverse weather, pandemics and emergency closure. See latest **Critical Incident Policy** for details.

It is important to note (see also **Fire Safety Emergency Plan**) that:

Fire Notices are displayed at each room where staff/pupils may congregate. Escape routes are checked by the Estate Manager every day.

Fire Extinguishers are maintained and checked by the Estate Manager every month and yearly service by Fireline.

Fire Alarms are tested by the Estate Manager every week on a rolling programme and yearly service by Fireline including emergency lighting.

Personal Emergency Evacuation Plans (PEEPS) are completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. PEEPS are reviewed annually by the Headteacher.

All New staff are trained on Emergency Evacuation and 'Invacuation' including Bomb threats and lockdowns procedure. Staff are briefed annually. Emergency evacuation procedures (detailed in the fire safety policy) will be tested once every term and include a variety of different scenarios e.g. different time of day / different threat. The date will be recorded in the fire log by the Estate Manager.

If a drone is spotted overhead the Police will be contacted and advice taken.

10. 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.

After purchase, the following consideration must be given:

- ☐ All equipment and machinery is maintained in accordance with the manufacturer's instructions & staff are trained in its correct use.
- ☐ In addition, maintenance schedules outline when extra checks should take place referring to the Work Equipment Regulations 1998 (PUWER)
- ☐ When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- ☐ All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

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 competent contractor.

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.

- **10. 1 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).

- **10.2 PE equipment** (including Adventure playground)

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.

Any concerns about the condition of the gym floor or other apparatus will be reported to the Headteacher or Estate Manager.

An annual safety inspection of PE equipment e.g. gymnastic equipment and climbing apparatus and adventure playground, takes place currently by **Universal Services**.

- **10.3 Display screen equipment**

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided up to the cost of £75 if required specifically for DSE use).

See also **Workstation and digital screen Policy**.

- **10.4 Specialist equipment**

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

11. Fire Safety

Arrangements regarding fire safety are set out in the **Fire Safety Risk Assessment (Oct 2025) by Fireline** which will be reviewed annually by the Headteacher and Estate Manager. An external fire safety report will be completed every 3 to 5 years.

An external fire door risk assessment was carried out in **June 2025 by Fireline**. This is to be reviewed annually and reassessed every 5 years, or when there is a substantial building alteration.

The fire safety coordinator (Estate Manager) is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The responsible manager/headteacher will ensure through the fire safety coordinator that:

- ☐ **Fire Emergency Safety Policy** are readily available for all staff to read
- ☐ Fire safety information is provided to all staff at induction and periodically thereafter
- ☐ Fire safety notices are posted in the key areas of the building close to the fire points and evacuation routes and assembly points are clearly identified. Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- ☐ All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked flammable.
- ☐ 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.

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.

Smoking including vaping, is not permitted anywhere on the school premises.

12. First aid

First aid arrangements are set out in the school's **First Aid Policy**. The school undertakes a first aid needs assessment and maintains sufficient appropriately trained staff, equipment and facilities, including paediatric first aid provision for EYFS.

The names of staff holding current first aid qualifications, together with training expiry dates, are maintained by the school. Staff administer first aid within the scope of their training and competence; emergency assistance must never be delayed while awaiting a particular named first aider.

First aid kits are located at strategic points in the school and portable kits are available for lunchtimes, PE lessons and educational visits. Contents are checked regularly against the school checklist and replenished promptly.

First aid treatment and pupil accident incidents are recorded on **Meditracker**.

13. Hot Drinks

No hot drinks to be carried around the school in open mugs to avoid scalding / burning of children. Any drinks carried should be in safety mugs with lids to prevent scalding.

14. Infection prevention and control

The school follows current national guidance published by the **UK Health Security Agency (UKHSA)** when responding to infection prevention and control issues. Staff and pupils are encouraged to follow good hygiene practice and any additional control measures identified through risk assessment.

☐ **Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels.
- Always wash hands after using the toilet and after handling animals.
- Alcohol gel is available throughout the school to compliment handwashing e.g. before eating.
- Cover all cuts and abrasions with waterproof dressings

☐ **Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Dispose of tissues in lidded pedal bins
- Spitting is discouraged

☐ **Personal Protective Equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) - **see bodily spills risk assessment**
- Wear goggles, face mask if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

☐ **Cleaning of the environment**

- Clean the environment frequently and thoroughly using a government advised disinfectant

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a bactericidal deodoriser and use as per manufacturer's instructions.
- Spillage kits are available for body fluid spills
- Wear personal protective clothing when handling soiled linen
- Double Bag children's soiled clothing to be sent home.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

☐ **Animals**

- Wash hands before and after handling any animals.
- Parents are asked for permission before a child can handle animals.
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

☐ **Pupils vulnerable to infection**

- Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.
- We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

☐ **Exclusion periods for infectious diseases**

- <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z>

In the event of an outbreak, epidemic or pandemic, the school will follow current UKHSA and government advice and update risk-control measures as necessary.

15. Kitchens

Authority and procedures for local management of the main kitchen is the Estate Manager. Hot school dinners are provided by a contractors **Forerunner**. It is the Deputy Head teacher's and Office Manager's responsibility to monitor the provision of these meals and report any concerns to the Headteacher.

Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Safe working procedures and authorised access for other kitchen areas, canteens, food preparation areas are via the Estate Manager.

All drawers containing sharps will be locked when not in use.

15.1 Food safety

Nuts or nut products / seeds / peas are never used in school

We recognise that it is important for children to learn safe and hygienic food handling procedures. These are detailed below:

- I. Before commencing, long hair should be tied back, jewellery and watches removed, and hands must be washed with soap and warm water. A scrubbing brush should be available to clean nails
- II. Children must be reminded that they should not touch their faces whilst working with food. If they do they must wash their hands again
- III. Children should wear clean, protective clothing, eg PVC aprons
- IV. If working in the classroom, tables must be thoroughly disinfected using antibacterial cleaner and a new J cloth
- V. Children should wash their hands again after they have finished working with food.
- VI. Children should always work in small, closely supervised groups

Food storage can present difficulties. The guidelines below should be followed as a minimum:-

- I. Food should not normally be stored in school unless appropriate conditions are made available
- II. If small quantities are kept, it should be in a cool, dry place such as a ventilated cupboard
- III. The shelves on which food is stored should be used exclusively for food and should be of an appropriate material, ie capable of being cleaned with disinfectant and kept dry
- IV. Perishable foods should be stored in a refrigerator, the temperature of which should be 5° or below. This should be checked with a fridge thermometer
- V. It is good practice to keep perishables in the fridge for the shortest time possible Leftovers should be disposed of straight away if not needed. Opened packets must be tightly sealed with clingfilm if the contents are needed later that day
- VI. The fridge must be regularly cleaned and emptied
- VII. Cooked foods should never be left uncovered. They must be kept as cool as possible and covered with greaseproof paper or kitchen paper, not clingfilm as this causes condensation
- VIII. When deemed appropriate, all-purpose clingfilm should be used as other types of less versatile clingfilm can cause health hazards
- IX. Food taken home by the children must be hygienically protected

Working with Hot Surfaces and Hot Substances

- Children must NEVER put food in or out of the oven, or have contact with any hot surfaces at all
- Children must NEVER handle hot foods or implements
- When working with hot food or implements, the teacher or TA should demonstrate, keeping children at a safe distance
- Heating liquids in a microwave can be dangerous. Standing times must be observed. Use manufacturer's instructions whenever possible

Food Safety and Hygiene in the Staff Room & Kitchen

All staff have a responsibility to keep the Staff Room & Kitchen as germ-free as possible. The following points should be observed:-

- The dishwasher should be used to wash all cups, mugs, cutlery and plates used by the staff
- Staff take responsibility in turn for loading and unloading the dishwasher
- Staff should ensure that no personal food is kept in the staff kitchen for longer than necessary, and certainly not beyond its shelf life
- The fridge, microwave, cupboards and surfaces should be kept hygienically clean, with no food left to 'go off'

15.2 Allergy safety and food allergen management

See the separate **Allergy Safety Policy** and relevant food safety/COSHH procedures. Food preparation, catering and classroom activities involving food must take account of known allergies, allergen information and cross-contamination risks.

16. Lone working

Lone working may include:

- Late working

- Home or site visits
- Weekend working
- Premises duties (caretaker)
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

Lone working should not be allowed when;

- There cannot be adequate supervision for the degree of risk
- The employee has a medical condition which means that they are at a greater risk or could not cope with an emergency
- Where the employee lacks the training to understand the potential problems and how to deal with them
- When being alone increases an existing risk
- Where the equipment to be used needs more than one person to operate it safely
- Where the task needs more than one person
- Where cash and valuables may be handled and transported
- Where an emergency would need the response of several people to stop it getting out of hand

Working that should not be done alone;

- Entry into confined spaces
- Ladder work where the ladder cannot be tied
- Where an employee must have a “competent” person actually with them
- Working with certain chemicals
- Cleaning of the pool and pool side
- Home visits without an itinerary implemented
- Entry into the premises after the activation of the intruder alarm without police response or a competent person

For further information please refer to the **school’s Lone Working Risk Assessment**.

17. Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back slightly bent, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Specific tasks (e.g. setting up tables for lunch) may require on-site training and will form part of any induction. For further information please refer to the **school’s Manual Handling Risk Assessment**.

18. New and Expectant mothers

A suitable and sufficient **individual risk assessment** will be completed when an employee notifies the school in writing that they are pregnant, have given birth within the previous six months or are

breastfeeding, and will be reviewed regularly as circumstances change. Appropriate measures will be put in place to control identified risks.

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

19. Off site visits

Please see the school's **Educational Visits and Outdoor Learning Policy**.

The school uses **Evolve and follows BCP guidance**.

Visit planning and risk assessment will consider first aid provision, pupils' medical and allergy needs, access to prescribed medication (including AAls where prescribed), emergency contact information and any individual healthcare arrangements.

EYFS visits will include at least one person with a current paediatric first aid certificate.

20. Stress & Wellbeing

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through individual stress risk assessments, when necessary.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. **Individual workplace stress risk assessments are completed when necessary.**

All Teachers and Teaching Assistants have access to an independent Counselling Service and Occupational Health Support when necessary.

21. Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Estate Manager retains ladders for working at height
- Pupils are prohibited from using ladders (not PE ladders or climbing apparatus)
- Staff will wear appropriate footwear and clothing when using ladders / step ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted with appropriate PPEs and training.
- All staff are briefed annually on working at heights. Please note that Staff are not to improvise or use alternative access methods of their own choice. In particular the use of any furniture, including tables and chairs, is forbidden for any work at height.

For further information please refer to the **school's working at height Risk Assessment**.

23. Traffic Management

Arrangements regarding on-site traffic safety are based on the **traffic management risk assessment**.

24. Violence at Work

Staff should not be in any danger at work, and we will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Headteacher immediately who will act appropriately. This applies to violence from pupils, visitors or other staff.

For further information please refer to the **school's Violence at Work Risk Assessment**.

25. Site Security

The Estate Manager and Headteacher are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Headteacher, Deputy Headteacher, Estate Manager and Site Worker are key holders and will respond to an emergency.

It is vital to make the school secure during the day. **Doors should not be left open where this would allow access to any outside visitors.**

Valuable Equipment

- All valuable equipment (over £50) must be security marked and an Inventory is compiled and maintained by the **Finance Manager**.

Personal Property

- Staff are responsible for the security of their own personal items. These can be deposited in lockable cupboards, drawers or lockers during the day
- Pupils are strongly discouraged from bringing valuables and money into school
- Parents are constantly reminded to identify pupils' clothing by securing nametags to all garments

Cash Handling

The largest amounts of cash are likely to be the regular collections of money donated for trips and other school events. These are stored in the school safe. Cash is never stored on the premises for longer than necessary.

Intruders

The school has a clear system for dealing with intruders.

All staff are responsible for upholding the security of the building. **ALWAYS** direct them to the front door and ask them to sign in and collect a visitor's badge. This will help all staff and children to identify genuine visitors from intruders.

Staff encountering any visitor who does not display a visitor's badge should act in a careful manner with due regard for their own personal safety and that of the children in their care.

The following points should be observed:-

- Keep calm. Avoid aggressive or challenging body language
- Approach slowly
- Speak clearly but calmly ~ Smile
- Ask open questions eg 'How can I help you?'

- Keep your distance: stay 4-6 feet away from the potential intruder
- Listen to the potential intruder; try to direct them to the School Office so that signing in procedures can be followed

ALL STAFF MUST BE AWARE OF THEIR INDIVIDUAL AND COLLECTIVE RESPONSIBILITIES IN THIS MATTER.

26. Slips Trips and falls.

See the **school's annual risk management for mitigation of potential slipping, tripping and falling.**

27. Swimming Pool

Arrangements regarding the operating and use of the swimming pool are set out in the Normal Operating Procedure (NOP) and Emergency Operating Procedure (EOP).

28. Risk assessments

Risk assessments are completed for any significant risk.

Risk assessments are working documents and must be available to, understood by and followed by staff carrying out the activity. They will be reviewed at least annually, and sooner where there is reason to believe they are no longer valid, following a significant incident or near miss, or where there is a significant change to the activity, premises, equipment or people involved.

In general, Risk Assessments (including for curriculum, trips and outdoor learning) can be found on Health & Safety / Risk Assessments.

COSHH risk assessments are found in the staffroom paper file and a description with the product.

The Headteacher, Estate Manager and EVC Coordinator have a particular responsibility for managing the risk assessments used in school.

29. Training and records

The school will ensure that all staff have 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.

All staff will be provided with following as a minimum training provision:

- ☐ Induction training regarding all the requirements of this health and safety policy
- ☐ Specific training commensurate with staff roles and activities, including medical needs/allergy awareness and emergency response where relevant
- ☐ Periodic refresher training that will not exceed three yearly intervals

Training records are held by the **Office Manager & HR Manager** who are responsible, alongside the Headteacher, for coordinating all health and safety training requirements and managing the planning of refresher training for all staff.

Policy Review

This policy has been carefully considered and ratified by the Board of Directors at its meeting on 24 September 2026.

This Health and Safety Policy is reviewed annually. The next formal review will take place by September 2027, or sooner if legislation, statutory guidance, risk assessment, an incident or a significant change in school arrangements requires it.

Signed:



Date: 24.09.26

Chair of Directors

Policy Version History

Date	Comments / Reviewed:
February 2024	Policy rewritten by Paul Ruffle, based on Dorset Council model policy, the Key and previous Sep 2020 school policy. Separation of procedures into separate appendices
September 2025	Annual policy review by Paul Ruffle Review of all the accompanying documentation to ensure relevance and that the policy continues to be fully compliant with the latest legislation esp. around site security and lockdown procedures. List of delegated responsibilities updated.
September 2026	Annual review against The Key model policy and current DfE/HSE guidance by P. Ruffle, Headteacher. Updated statutory references; Meditracker recording of pupil first aid incidents and administration of medicines; incorporated the September 2026 statutory allergy safety requirements; updated infection-control references to UKHSA; extreme heat added to the critical incident policy

Appendix 1: H&S Supporting Documents

Supporting Policies

- Child Protection Policy
- **Supporting Pupils with Medical Conditions Policy**
- **Allergy Safety Policy**
- Educational Visits Policy
- Lettings Policy
- Critical Incident & Business Continuity Policy (including Adverse weather, lockdown procedures, bomb and terror threats and cyber response plan)

Core Risk Assessment, Policies & Procedures

Area	Linked policy or risk assessment
Manual handling (includes pool chemicals / hall staging and general) R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\3. Risk Assessments\MSJ General Risk Assessments\Other	Procedures and risk assessments
Fire safety plan and safe evacuation (R:\Teaching Staff\POLICIES\1. Current School Policies\Statutory Policies)	Policy
Working at heights (includes putting up displays)	Procedures, step ladders checks and risk assessment
Lone working (R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\3. Risk Assessments\MSJ General Risk Assessments\Site Work and Equipment 2025)	Risk assessment
Volunteers working in school	Policy
Accident reporting	Policy
Slips, trips and falls R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\3. Risk Assessments\MSJ General Risk Assessments\Other	Risk assessment
Violence and Aggression at work (R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\3. Risk Assessments\MSJ General Risk Assessments\Other)	Risk assessment
Workstations and digital screen equipment (staff also complete annual risk assessment)	Policy
COSHH (Controlling exposure to chemicals) and other potentially harmful substances used in schools e.g. science activities, clay	Policy and data sheets / forms relating to various chemicals

Allergy safety	Policy
Lunchtime and playtime	Risk assessments
Adventure Playground	Risk assessment (& annual training reminder for staff)
Bodily Spills	Risk Assessment
First Aid	Supporting pupils with medical needs Policy (3 yearly) First Aid Policy (3 yearly) First Aid Needs written assessment (annually) R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\7. First Aid
Critical Incident Policy	Policy (includes lockdown procedures / bomb threats / terrorism and cyber response plan)
Adverse Weather	Snow and ice risk assessment / adverse weather guidelines for parents including extreme heat (part of critical incident policy)
Intimate care e.g. supporting an SEND child with toileting	Policy
Maintenance of equipment e.g. PE apparatus, electrical equipment, boiler room R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\3. Risk Assessments\MSJ General Risk Assessments\Site Work and Equipment 2025	Risk assessments in place
Asbestos Management - none identified onsite	Management survey complete 2021 (ASI Management)
Water hygiene and legionella R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\16. Water Hygiene and Legionella\LRA\2025	water testing / surveys (Aquacare) + Full site survey completed in Feb 2025
Infectious disease outbreak management plan R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\29. Infection prevention and control	Procedures
Traffic Management R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\3. Risk Assessments\MSJ General Risk Assessments\Other	Risk assessments
Swimming pool (EAP / NOP)	Policies

RAAC R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\26. RAAC	Report (ARUP) 07.09.23
Tree Report R:\Teaching Staff\ESTATE MANAGER\Tree Survey	Risk assessment & report & TPO - Tree report 28.03.24 Complete Arb Services
Solar Panels risk assessment R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\12. Electrical Safety (wiring and appliances)\Solar Install	Solar panel servicing - Dorset electrical solutions Nov 2024
Lightning conductor Risk assessment R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\12. Electrical Safety (wiring and appliances)\Lightning Protection	Annual report -Omega red drp 08.09.25
Electrical Wiring Report	Full report - 07.07.24 Polarity 5 yearly for school and pool annually
Pat testing R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\12. Electrical Safety (wiring and appliances)\PAT Testing	Certificate PHS Compliance Dec 2023 and full list on R Drive
Fire Alarms / Extinguishers / Lighting R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\4. Fire Safety	Certificates and maintenance with Fireline
Fire Door risk assessment R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\4. Fire Safety	External report by Fireline
Fire Safety Risk Assessment R:\Teaching Staff\Health & Safety\HEALTH & SAFETY 2020 ONWARDS\4. Fire Safety\Annual Risk Assessment\External fire risk assessment	External fire risk assessment 22.08.2022 by GMC Fire Consultancy /annually by the school

APPENDIX 2 - H&S Table of delegated responsibilities

Role	Named Person
Overall Responsibility for Health and Safety	Board of Directors
Responsible Manager / Competent Person	Headteacher - Paul Ruffle
Premises Health and Safety Team <i>*COSHH, working at heights, manual handling, training recordkeeping, risk assessments</i>	Headteacher - Paul Ruffle Estate Manager – Dan Frewin Finance & HR Manager – Kerri Chant Office Manager – Cheri Howard Premises Director – David Heckles
Fire Safety Coordinator	Estate Manager - Dan Frewin
Legionella Competent Person	Estate Manager - Dan Frewin
Asbestos Competent Person	Estate Manager - Dan Frewin
Accident Investigator	Headteacher - Paul Ruffle
Lead Designated Safeguarding Officer	Headteacher - Paul Ruffle
Trained First Aiders (including paediatric first aiders)	Office & HR Manager – Dual responsibility for maintaining the training records of first aiders Lead first aider at work (staff) – Sam Pattemore Lead on managing medicines, including asthma – Cheri Howard <i>Senior lead for allergy safety – Paul Ruffle</i>
Educational Visits Coordinator	Year 6 Leader – Mandie Craven
Health and Safety Adviser & Auditor (including accident reporting)	Dorset Council – Kevin Way 01305221503
Premises SLA – maintenance of equipment / plant room / boiler room and gas leaks	Southern Mechanical 07850574074