



**Dorchester  
Primary School**



# **Dorchester Primary**

# **Health and Safety Policy Document**



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

office@dorchesterprimary.com

@dorchesterprimary

@dorchesterp





# Dorchester Primary School



## **Introduction**

The School is committed to ensuring a safe and healthy learning environment for students, employees and others affected by the school's undertaking.

We identify complying with the legislation as the minimum level of achievement, but will strive for better than minimum where reasonably practicable. We are committed, so far as reasonably practicable to ensure the health, safety and welfare of staff, students and others. We are committed, so far as is reasonably practicable, to ensuring the safety and health of our contractors and any visitor whether at our premises or affected by our work activities.

We believe that it is an important part of everyone's job to try to prevent injury or ill-health to employees, students and visitors and that managers have a key role in the prevention of accidents and ill-health occurring.

## **Statement of Policy**

In accepting this responsibility, the School will, so far as reasonably practicable:

1. provide and keep plant and equipment, substances and systems of work that are safe and suitable;
2. provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, students and visitors;
3. provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for employees' and students' welfare at work;
4. ensure that significant workplace hazards are eliminated so far as is reasonably practicable and any residual hazards are assessed and suitable controls and safe systems of work have been put in place to manage them;
5. provide forums for active employee involvement in the continuous improvement of health and safety throughout the schools activities, as staff make an invaluable contribution to reducing risks.

The School can only achieve the above with the co-operation and involvement of all employees, students, governors, parents and visitors in fulfilling these policies.



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



☎ 020 8330 1144

✉ [office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

📺 @dorchesterprimary

🐦 @dorchesterp





# Dorchester Primary School



This policy statement and the accompanying procedures will be reviewed regularly and updated as necessary by the School's Governing body and at least every two years.

Signed: ..... Dated .....  
Chair of Governors

..... Dated .....  
Head Teacher

Next Review Date: .....

## Statement of Intent and Organisational Responsibilities

### 1 Statement of Intent

The governing body accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. The prevention of accidents, injury, ill health or loss is essential to the efficient operation of the school. Pupils will be educated in awareness of their surroundings and the hazards they may encounter.

2 The aim of the governing body is, *"To provide a safe, healthy working and learning environment for staff, pupils and visitors."*

3 The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by everyone can ensure the personal health and safety of all. The governing body will identify all hazards and eliminate them where possible. It will assess the risks from the remaining hazards and manage them so far as is reasonably practicable. It will ensure that all staff and pupils appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



## 4 Duties of the Governing Body

In the discharge of its duties the governing body, in consultation with the Head, will:

- (a) make itself familiar with the minimum standards set by legislation and codes of practices which are relevant to school activities and have a nominated Governor for health and safety.
- (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- (c) regularly assess the effectiveness of the policy and the risk assessments and ensure that any necessary changes are made
- (d) take an active part in school inspections and monitor the follow up actions;
- (e) review health and safety data including accidents and report to the Governing Body on the continuous progress being made into creating a safer and healthier school;
- (f) work with the head teacher and staff to identify and evaluate all hazards and risks as well as their current methods of working relating to:
  - (i) accident prevention
  - (ii) health promotion
  - (iii) school-sponsored activities
- (g) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others and to keep these under review in the light of practical experience
- (h) create and monitor the structure for the management of health and safety.
- (i) ensure the school is safe to work in and that staff have appropriate training, supervision and resources to work in a healthy and safe manner
- (j) provide adequate welfare facilities

5 Where funding for specific areas has been devolved to the school the governing body will ensure, that all statutory requirements are met and that competent contractors are employed to carry out specific works. The governing body will ensure that the work of all contractors is regularly reviewed by someone with the skills necessary to provide them with accurate advice on compliance



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



with the legislation and that the contractors are informed of any risks that they or their workers may be exposed to when on site.

- 6 So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:
  - (a) this policy
  - (b) emergency procedures and all other relevant health and safety matters
  - (c) the instruction and training will be given to all employees so that they may carry out their duties without placing themselves or others at risk.

## 7 **Duties of the Head**

As well as the general duties which all members of staff have (see 12), the Head has overall responsibility for the day to day maintenance and development of safe working practises and systems of work as well as conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school, and will take all reasonably practicable steps to achieve this end through senior members of staff, teachers, support staff and others as appropriate. They will ensure effective implementation and compliance with school policy and relevant legislation impacting school; create a positive health and safety culture so all can take part and can take pride and work with managers to identify suitable health and safety training that is available for all managers, staff and students. They will also ensure that the use of the Corporate Warning System (or similar systems) is embedded into all operational and emergency procedures where needed.

- 8 The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice are met in full at all times. The Head will be guided by relevant guidance and best practice where available.
- 9 In particular, the Head will:
  - (a) take advice from a competent person on relevant health, safety and welfare legislation, codes of practice and guidance relevant to school activities



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



- (b) ensure at all times, the health, safety and welfare of the staff, pupils and others using the school in any way or attending or taking part in school-sponsored activities
- (c) ensure safe working practices, systems of work and procedures are operational throughout the school e.g. safe means of access and egress, safe workplace, safe systems of work, safe use of substances, equipment and machinery, so that each task is carried out to the required standards thus minimising the risks to all
- (d) ensure that any work equipment is inspected and maintained.
- (e) consult with members of staff, including the safety representatives of recognised trade unions, on health and safety issues
- (f) risk assess any new equipment or work activity before it is introduced to site and take appropriate measures to reduce any risks
- (g) arrange termly inspections to allow the prompt identification and removal of potential hazards
- (h) manage the risk assessment process and carry out periodic reviews on the findings to ensure all improvements identified have been carried out
- (i) ensure that all members of staff and pupils who have identified needs receive appropriate health and safety training/instruction and that it is adequately financial resourced
- (j) encourage staff, pupils and others to promote health and safety and suggest ways of removing hazards/reducing risks
- (k) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay and prevent their use until the defects have been made good
- (l) collate accident and incident information and carry out accident and incident investigations and ensure that any lessons learned are put into effect
- (l) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and use the disciplinary procedures for those who consistently fail to consider their own well-being or the health and safety of others
- (m) ensure there is adequate first aid and welfare provision and that the school is adequately cleaned.
- (n) regularly inform the governors of health and safety successes and problems
- (o) set a personal example
- (p) ensure that the asbestos register is maintained and kept up to date.



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



- (q) ensure suitable child safeguarding procedures and controls are in place;
- (r) ensure adequate resources are made available for new and emerging risks;
- (s) integrate health and safety into the communications strategy so that staff can see the school takes its' health and safety responsibilities seriously;

## 10. Site Manager

The role of the Site Manager is important for ensuring the building, plant and fabric is in good condition and safe for use. The duties of Site Manager are to:

1. liaise with the Headteacher to ensure all maintenance and minor work arrangements are suitable and minimise the risk of accidents or ill-health;
2. ensure the school is kept clean and tidy to reduce the risk of slip and trip accidents;
3. maintain adequate records for works carried out by the Site Manager such as the inspection of play equipment etc. and weekly fire alarm tests;
4. ensure contractors are suitably monitored and have access to relevant information, such as the school's Asbestos Register.

## 11. Health and Safety Representative

The School will encourage a positive culture by electing a member of staff to be the Health and Safety Representative. Their duties are to: {Dorchester Primary School} Health and Safety Policy:

1. take concerns raised by staff to the Head Teacher or a Governor and report back on action taken;
2. make a tour of the school each term with the Premises Committee and report findings to SMT for an action plan to be implemented. The results of the tour will also be reported to the Governing Body.
3. take an active part in accident investigations to help identify root causes of failure



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



## 12 The Duties of All Members Of Staff

All staff will make themselves familiar with this policy and any procedures relevant to them for ensuring health and safety. They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work and attend health and safety training as identified and agreed with their line manager
- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- (c) check that all plant, machinery and equipment are adequately guarded and are in good and safe working order prior to being operated
- (d) not make unauthorised or improper use of plant, machinery, equipment and substances
- (e) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- (f) ensure that where there is a maintenance log that this is maintained
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- (h) report any defects in the premises, plant, equipment and facilities which they observe
- (i) take an active interest in promoting health and safety and suggest ways of reducing risks
- (j) make themselves familiar with all emergency procedures and by setting a personal example.
- (k) staff are aware of their responsibilities with regards to the supervision and behaviour of the children.
- (l) Staff have a responsibility to ensure they work in a safe and responsible manner ensure their own and others safety.
- (m) Staff should report all health and safety related concerns they have

## 13 Students

The School provides an excellent learning environment. To help maintain this, students are actively encouraged to improve their risk awareness and are supported by the school to learn key life skills on managing risks to themselves. The duties of students are to:



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



1. follow the guidance and procedures, such as fire evacuation procedures, explained to them by staff;
2. encouraged to raise any health and safety concern with staff and to report all accidents;

## 14 Volunteers

Volunteers are a valued and key part of the School. They will be given the same protection as staff identified in the risk assessment and school procedures. Their duties are to:

1. follow the guidance and procedures, such as fire evacuation procedures, explained to them by staff;
2. encouraged to raise any health and safety concern with staff and to report all accidents

## 15 Visitors

The school welcomes visitors and they are provided with health and safety guidance when signing in at reception. Visitors will not be left unsupervised, especially when students are on site, without suitable safeguards in place.

## 16 Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 7 of this document.

- 17 The Head or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises, conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. They will be informed of any residual risks arising from their use of the site and the measures needed to manage those risks.
- 18 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 19 When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



policy, that they comply with all safety directives of the governing body and that they will not without prior consent of the governing body:

- (a) introduce equipment for use on the school premises
- (b) alter fixed installations
- (c) remove fire and safety notices or equipment
- (d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

20 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 etc, and must pay due regard to the safety of all persons using the premises.

21 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head will take such actions as are necessary to prevent persons in his or her care from risk of injury.

22 The governing body draws attention of all users of the school premises (including hirers and contractors) that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **23 Premises, Health and Safety Committee**

The governing body has established a Premises, Health and Safety committee whose terms of reference specifically state responsibility to oversee all matters of health and safety.

## **24 Review**

The governing body will review this policy statement as required and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

## **25 Nominated Health and Safety Governor**

The school governing body have accepted the nomination of Mr Ian Phipps, the Governor with health and safety responsibilities.



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



Signed .....  
(Chair of Governors)

Date .....

Signed .....  
(Chair of Premises Health & Safety Committee)

Date .....



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



## 26 Local Rules and Procedures

These local rules and procedures are supplementary to the Council and Educational Establishment Health and Safety Manuals, which can be obtained from the Council intranet and the Swan net.

## 27 Early & Late Supervision of Pupils

A member of staff will from 8.30 am supervise the children in the classroom.

28 Nursery children remain the responsibility of their parents/carers until brought into the Nursery classroom at either 8.30 or 12.15 Nursery children will be released into the care of their parents/carers at either 11.30 or 15.15.

29 Key Stage One children will be dismissed at 15.05:

- (a) into the safekeeping of their parents/carers
- (b) into the supervision of the Play Centre staff.

30 Key Stage Two children will be dismissed at 15.15:

- (a) into the safekeeping of their parents/carers
- (b) on their own recognisance to make their own way home
- (c) into the supervision of the Play Centre staff.

31 In the event of any child, not attending Play Centre (Jancett) and who has not been collected by their parents/carers, the child should remain with their class teacher and this fact be reported to the Head or Deputy.

32 Responsibility for the pupils is accepted for 15 minutes either side from the commencement and finish of the school day.

## 33 Playtime and Lunch Supervision

Adequate supervision should be maintained during playtimes and staff on duty should report any reduction in the level of cover. Supervision must begin as the children exit the building. The Deputy Head is responsible for establishing a rota for supervision.

34 Adequate supervision should be maintained during lunchtimes in the dining hall and playground areas and staff on duty should report any reduction in the level of cover.



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



- 35 Supervising staff should ensure that.
- (a) energetic games are played by the children in the top playground and that the library of the school is maintained as a quiet area
  - (b) the children are not handling stones or similar objects
  - (c) there is no swinging around, hanging on to or carrying each other by the children
  - (d) there are no rough games
  - (e) no child is within the compounds of the environmental area unless supervised.
  - (f) use of the grassed area and adjacent field is at the discretion of the senior teacher or senior meals supervisor.
  - (g) all accidents should be reported to the Head and dealt with immediately by the designated first aider
  - (h) any hazards should be reported to the Head or Site Supervisor.

## 36 Movement around School

The movement of children between different parts of the building should be orderly and quiet. Running in the hall, corridors and on staircases is discouraged. Pupils will walk on the left hand side when going up or down stairs. Total silence is expected during a Fire Alarm alert.

## 37 Fire Safety and Fire Evacuation Practice

There is a Fire Risk Assessment that details the potential hazards and their controls. A copy of the assessment is kept in the main office and in the fire safety emergency procedures box..

- 38 Fire Evacuation Practices are rehearsed regularly throughout the school year, (at least one practice per term), practising a variety of scenarios:
- (a) blocked staircase
  - (b) blocked playground passageway
  - (c) varying times of day; days of week
  - (d) different fire alarm call points are used each time

A reasonable time for the complete evacuation of the building, with everyone mustered at the assembly point and the role call taken with all the information passed to the person in charge is three minutes. The Head Teacher is responsible for ensuring as part of staff training that everyone knows what to do if there should be a fire threat or other need to evacuate the premises.

- 39 The fire alarm is tested weekly by the site supervisor and serviced by approved contractors.



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

office@dorchesterprimary.com

@dorchesterprimary

@dorchesterp





# Dorchester Primary School



40 Firefighting equipment is regularly inspected and is serviced by approved contractors.

## **41 Crises Management and Emergency Evacuation**

The Premises, Health & Safety Committee with the Head will ensure that a crises or emergency plan is prepared to cover foreseeable major incidents which could put at risk the occupants or users of the school. A copy of this plan can be found in the main office and the Head's office.

42 The school has an arrangement with St Philips Church and St Cecilia's School to locate there in an emergency (see critical incident plan).

## **43 Risk Assessment**

The Head will ensure that risk assessments of significant hazards are carried out and reviewed regularly. Areas that will require written risk assessments include: school journeys, fire, glazing, asbestos, manual handling, computer workstations, legionella, handling of hazardous substances and first aid. Other areas that may require written assessments include violence and aggression, stress, and any other areas identified as having significant hazards.

44 Copies of the LEA risk assessment form can be found in the 'Health & Safety Guidance for Educational Establishments' folder in the main office.

## **45 Medicines**

The school policy on use of medicines can be found in our Management Policies folder as well as the First Aid cupboard which is situated in the School office.

## **46 First Aid**

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents and will follow the standards set out in the DfES document on First Aid which is available from [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools..](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools..)

47 There are at least two first aid trained staff their names can be found on the notices displayed throughout the school. First Aid will be given, but only as far as knowledge and skill limit. Details of treatment given, child's name, class and date should be entered in to the Accident Book



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



kept in the main office. As soon as practicable following an incident involving pupils, staff and others using the school premises or participating in school-sponsored activities, details of the injuries sustained and the accident must be fully and accurately reported

- 48 The main First Aid kit is kept in the main office, smaller portable kits are available for use at lunchtime and for off-site trips. Supplies of first aid materials will be held at in the main office and the hall. The kits will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay
- 49 At the discretion of the governing body and through the Head, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.
- 50 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 51 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity to a level deemed as serious.
- 52 In dealing with accidents there are procedures that must be followed:
- (a) Disposable rubber gloves are available and must be worn by any person administering first aid for whatever reason to whosoever.
  - (b) All medical waste should be disposed of in the Clinical Waste container stored in the School Office.
- 53 Serious injury and any injury to the head, neck or back must be referred immediately to the Head or Deputy.

## 54 **Inspection**

The Head will ensure that regular termly inspections of the premises, methods of work are conducted, and where possible involve the school health and safety trade union rep(s). This will identify all defects and deficiencies, together with the necessary remedial action and control



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



measures. The result of all such surveys will be reported to the governing body.

## 55 **Electrical Equipment**

The onsite staff have been suitably trained to carry out Portable Appliance Testing (PAT). Plugs of all appliances, except computers are checked, labelled and signed. PAT testing is carried out as appropriate for the equipment and its usage.

56 All electrical equipment receives annual safety check and bears a dated "pass" sticker.

57 If site staff do not carry out PAT, then a competent contractor is used.

58 The moving of equipment by children is restricted:

(a) Television sets and pianos should never be moved by children. If any large equipment needs to be moved it must be supervised by an adult.

59 The school's Electrical Installations are tested every five years or 20% of the school's Electrical Installation is tested every year.

60 The use of electrical equipment has restrictions:

(a) No child should be permitted to plug in, or remove, a mains plug on any electrical apparatus

(b) Electrical equipment may only be brought in to school on the approval of the Head and must be inspected by the site supervisor prior to use

## 61 **Security**

All visitors must report to the School Office and should be directed to do so on enquiry. Where appropriate the Head / Bursar or Site Supervisor will notify all staff of work persons on site. We try to achieve a balance between making our school welcoming and accessible and keeping children and equipment safe. The site supervisor is responsible for the opening and closing of the site. Visitors are to sign in, read the Health and Safety notes, and wear a badge.

62 All strangers should be challenged but no employee must put themselves at risk. The presence of a stranger acting in a suspicious manner, on or off-site, should be reported to the Head and Site Supervisor as soon as



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



☎ 020 8330 1144

✉ [office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

📷 [@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

🐦 [@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



possible. Children are made aware of the dangers of talking to strangers and are asked to report any strangers onsite, not suitably 'tagged.'

- 63 The school operates the *Schoolsafe* scheme and is obliged to email details of any suspicious occurrence to the relevant authorities. All staff should make themselves aware of the content of the *Schoolsafe* folder which is kept in the communication book.

## 64 **General Rules of Safety**

The handling of substances has health implications:

- (a) Broken glass or china should not be handled by the children but wrapped in newspaper by an adult and either disposed of directly into the paladin refuse bins or clearly labelled and placed in the waste paper bin.
- (b) Small spillages of sand or water should be cleaned up immediately whilst larger spillages should be reported to the Site Supervisor.

- 65 Only animals approved by the LA should be kept in school. Cages must be kept clean and litter wrapped in newspaper prior to disposal. Animals must be handled and kept in a befitting manner. No animal should be allowed to roam the classroom and children must wash their hands after handling animals.

- 66 Smoking is not permitted in any part of the school building or grounds.

- 67 No dogs are allowed on the school premises with the exception of assistance dogs.

- 68 Children should be trained to use the toilet facilities correctly and to leave them in a suitable condition for others. They should also wash their hands.

## 69 **Nursery Class**

Nursery Classes should not be left unsupervised. Both interior and exterior areas should be supervised if the children are permitted to roam freely. In an emergency the Nursery Nurse should be sent to summon the Head.

- 70 Gymnastic equipment and large toys should be regularly inspected for faults. Any detected fault should be reported to the Head and the equipment put out of commission.



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



## 71 Classroom organisation

The use of equipment and apparatus with sharp or pointed edges is restricted:

- (a) Staple guns should not be used near children and on no account should they be handled by the children or left unattended. hand staplers may be used by the children if adequately supervised.
- (b) Knives, scissors and other cutting implements may be used by the children under supervision.

72 The use of equipment or products containing spirit based solvents is restricted:

- (a) no child is permitted to use spirit based correction fluid. The use of such liquid is restricted to adults and any container must be returned to a place of safety immediately after use.
- (b) no child is permitted to use spirit based felt tipped marker pens. The school purchases such items for adult use, children may only use water soluble markers. Children may bring their own water based makers from home, but they must first be checked by their class teacher.
- (c) all fluids containing spirits, e.g. duplicator fluid, methylated spirits, must be stored in a flammables fire resistant cabinet.

73 No child should be left unsupervised in any part of the school building at play times or lunch time, before or after school.

74 No child is permitted to leave the premises without prior notice and only after they have been signed out by an authorised accompanying adult.

75 Children will be registered in accordance with the guidance notes printed in class registers at the commencement of each school session, at 8.55 and 13.15. Head counts of children in the Nursery class should be made after playtimes.

## 76 Physical Education - Large Apparatus

The P.E. large apparatus, i.e. Southampton Cave, stools, benches, ladders, poles and planks have annual safety checks and are regularly overhauled.

77 When setting out the apparatus teachers must:

- (a) check for faults and report any defects to Head and Curriculum Co-ordinator.



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



- (b) ensure that the P.E. apparatus is deployed in a safe manner and that all equipment is properly positioned and secured.

78 When using the P.E. apparatus:

- (a) the children should be dressed in the appropriate clothing, of shorts and T shirts with bare feet.
- (b) all jewellery and watches should be removed, any that cannot be removed must be appropriately covered
- (c) the children should work quietly
- (d) no child, nor the teacher, should touch another child, except in an emergency or when it is part of a demonstration
- (e) should use planks and poles one at a time
- (f) should dismount from the equipment in a safe and orderly way, only jumping where there is a mat and only after instruction from the teacher.

79 Teachers are expected to:

- (a) position themselves so that whole class is under constant supervision
- (b) report *any* accident to the Head immediately. If serious, send a child for help.
- (c) ensure the apparatus is dismantled and stored away in the appropriate areas and that all safety locks are engaged.

## 80 Use of Physical Intervention

Children will not be restrained unless vital for H & S reasons. Only the Headteacher and Deputy Headteacher will restrain children. Children are given a choice to change their behaviour and they know the rules about leaving the school. The police will be telephoned and then their parents

## 81 Educational Visits

The governing body recognise the value of educational visits in the development of the pupils. All educational visits will follow the DfES guidance, which is available from <http://www.teachernet.gov.uk>. The school's Proposed Educational Visit form must be completed to ensure that all arrangements regarding catering, transport and insurance are finalised.



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



82 The LA's Code of Practice concerning Educational Visits will be strictly followed. A copy is available from the main office. Recommended levels of adult supervision will be regarded as minimum.

83 In normal circumstances, the teacher in charge of an Educational Visit will have access to a mobile telephone, ensuring that contact can be made at all times and help in an emergency can be summoned without delay.

## **84 Use of Transport**

In considering private coach travel for Educational Visits and School Journeys the school will only use reputable coach companies and will not necessarily accept the lowest quotation for coach hire, (unless it is a negotiated discount).

85 The nature of the trip is considered when a decision is made upon the type of coach to hire.

86 Only minibuses with seat belts will be used. The school currently hires mini-buses from reputable local coach firms and all are equipped with full lap and shoulder seat belts.

87 Strictly enforced rules of travel on any type of vehicle are applied:

- (a) each child is allocated a seat of his or her own
- (b) there is no standing when the vehicle is in motion
- (c) supervising adults will be seated throughout the vehicle
- (d) there is no eating on the coach

## **88 Swimming & Games**

The LEA's Code of Practice for off-site activities is kept in the main office and should be strictly followed.

## **89 Milk and Meals**

The LEA guidance on provision of milk and meals has been adopted by the school. Further information on who is eligible for free milk and meals can be found on the Sutton website. [www.sutton.gov.uk](http://www.sutton.gov.uk) and searching for "school milk"



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



## 90 **Accident, Incident, Violence, Near Miss Reporting**

The school will investigate and record all accidents, incidents and near misses as appropriate, following Corporate Health and Safety guidance.

91 Where a serious accident or incident happens, the Corporate Health and Safety Unit must be informed immediately by telephone on 020 8770 5023/5018 or 5026

92 The Head Teacher and HSL will ensure the Corporate Health and Safety Unit receive the report within seven days of the incident.

93 The School will keep a record of all incidents. This will be held centrally by Corporate Health and Safety and the school will keep hard copies where required.

94 Accidents/incidents involving children must be kept until the young person reaches the age of 21. Records may be kept for longer in line with other legislation (e.g. child protection and SEN students). Report forms will be destroyed after these time scales.

## 95 **Asbestos**

The Site Supervisor has been trained as the Asbestos Duty Holder and is responsible for ensuring the School's Asbestos Register is read and signed by all contractors and staff prior to starting any work on the premises that may damage or disturb asbestos and suspected asbestos conditioning materials.

96 Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Site Manager.

97 Staff must report any damage to asbestos materials immediately to the Site Manager.

98 Where damage to asbestos (or suspected asbestos) material has occurred the area must be evacuated and secured. The Head Teacher will immediately notify the Corporate Health and Safety Unit telephone (0208 770 5023//5018).

99 The school will carry out annual Asbestos Duty Holder checks of asbestos containing materials that are safely accessible. The school will also



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



ensure the Asbestos register is kept up to date and Asbestos Surveys carried out where required, such as before major renovations.

## **100 Contractors**

The school is aware that it can delegate its' responsibilities to contractors but cannot remove their accountability' therefore, only competent contractors will be used in line with the school's policy. Guidance on the selection and monitoring of contractors can be obtained through LB of Sutton.

101 Where required the Construction (Design and Management) Regulations 2015 will be followed.

102 A pre-task meeting will be held to confirm how contractors will ensure their safety and that of staff, students and others. This may include the need for segregating parts of the school. In the event of this, the fire procedures will be reviewed.

103 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher and/or Site Manager of any risks that may affect the school staff, students and visitors.

104 Contractors who are carrying out invasive work will read the Asbestos Register before starting.

105 All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.

106 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher, or their representative, will take such actions as are necessary to protect the safety of school staff, students and visitors.

107 There will be regular meetings held between contractors and the Headteacher and/or Site Manager to review the standard of health and safety onsite.



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



## 108 First Aid – Automated External Defibrillators (AED)

Cardiac Arrest is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm. This can be fatal. To help ensure the safety of staff, students and others, the school has AED.

109 These have been located at the following location(s):

- Main School Office

110 For every minute that a person in cardiac arrest is not successfully treated, the chance of survival decreases by 7% per minute in the first 3 minutes, and decreases by 10% per minute as time advances beyond that time.

British Heart Foundation: <https://www.bhf.org.uk/research/heart-research-history/sads>

## 111 Risk Assessment

Risk assessments are undertaken for three purposes:

1. To assess the risks to individuals' health, safety and wellbeing.
2. To comply with current legislation.
3. To assess the risks of a particular event or outing e.g. a theatre visit.

112 Risk assessments are undertaken by the appropriate manager and discussed with relevant staff. These are reviewed annually, when there is a change in activity or a major incident relating to the risk assessment. The Head Teacher or Department Head is responsible for approving control measures and is ensuring the action required is implemented.

113 Staff who may need to complete a Risk Assessment can discuss it with the Department Head or Head Teacher.

114 Where required, staff will receive risk assessment training from Corporate Health and Safety.



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





# Dorchester Primary School



## **115 Chemicals, Radioactive Materials and Harmful Substances**

All chemicals and harmful substances will be suitably risk assessed and stored to minimise the risk.

116 Contractors bringing harmful substances onsite will be reminded of the need for suitable controls.

117 Where required the school will follow CLEAPSS guidance in relation to the use and storage of chemicals.

118 CLEAPSS is an organisation that provides guidance and advice relating to science, art and D&T.

## **119 Violence Against Staff**

The school will not tolerate violence towards staff.

120 The school also has a legal duty to protect their staff from violence and aggression, as they have the right to have a safe workplace and be free from the aggression of others.

121 Violence is behaviour which produces damaging or hurtful effects, physically or emotionally, on people. This definition specifically includes:

- Verbal abuse
- Threatening behaviour
- Anti social behaviour
- Damage to property
- Physical violence
- Online or social media bullying

122 The above incidents will be reported.

123 Along with the school's security procedures, there are Lone Working and Home Visits risk assessments that will be followed by staff, to reduce the risk of aggression.

124 Staff making home visits to students' homes will check the Corporate Warning System before going or have it checked on their behalf.

125 The School will follow the guidance on dealing with aggression including that relating to banning parents from site.



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)





## 126 Smoking & E- Cigarettes

- Smoking anywhere on the school premises and grounds is not allowed.
- Staff are not allowed to smoke in any school vehicle.
- The school's Governing Body has banned the use of E-cigarettes onsite. There is not enough medical evidence that confirms the use of E-cigarettes are safe or not.
- Also, as they are designed to look like real smoking, it makes it difficult to enforce a normal smoking ban.

## 127 Stress

The school is aware that stress can be an issue in all professions.

There is a school wide stress risk assessment that is reviewed annually. The assessment gives details of the controls put in place to help all staff manage stressful situations and where further help and guidance can be obtained.

Where an individual member of staff has been identified as suffering from stress, an individual stress risk assessment will be carried out with them.

## 128 Working at Height

The Site Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

Suitable working at height procedures are in place.

Staff are reminded that 'working at height' applies to all activities that cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

Work at height when you are alone is not allowed.





# Dorchester Primary School



This policy has been adopted by the Governing Body and will be reviewed as required



[www.dorchesterprimary.com](http://www.dorchesterprimary.com)

Dorchester Primary School, Dorchester Road, Worcester Park, Surrey, KT4 8PG



020 8330 1144

[office@dorchesterprimary.com](mailto:office@dorchesterprimary.com)

[@dorchesterprimary](https://www.instagram.com/dorchesterprimary)

[@dorchesterp](https://twitter.com/dorchesterp)

