



Health and Safety Policy Statement

Responsibilities

Overall responsibility for all Health and Safety, including Safeguarding	Erika Eisele (Headteacher)
Designated Safeguarding Lead	Gisela Wilkinson (and Headteacher)
Educational Visits Co-ordinator	Peter Clarke
Health and Safety Link Governor	Joana Fox
Risk Assessment/Health and Safety lead	Peter Clarke
Premises, Maintenance and First Aid Management of Contractors	Joe Mortimer (Admin Officer), Mark Harris (Premises Officer)
Administration and Finance Business Continuity Plan DSE	Shez Edwards (Joe Mortimer deputy)
Monitoring and review of H&S performance, policies and procedures, ensuring national and local authority statutory procedures and guidelines are being followed	Governors, HT, SLT, PO, Admin Officer, H&S lead
Care Plans/Children with specific needs	Hannah Thurley/Gosia Ricota (SENDCo), Joe Mortimer (Admin. Officer)
Subject specific concerns	Subject leaders
Midday meal breaks, After School Club	Natel Hartley – Senior Play Leader
Emergency Evacuation	Emergency Management Team, Fire Marshals
Consultation with staff	Union/staff representatives
Catering/The Pantry: observation of statutory requirements and school policies and procedures.	Joe Mortimer (Admin Officer) Shez Edwards (Office Manager)
Enforcement and Example	SLT
Personal Safety and the Safety of Others: following appropriate policies and procedures.	All staff, visitors and children

General Policy Statement	Actions and arrangements
Dalmain School has a legal, financial and moral commitment to ensure the health and safety of all users of the school facilities.	All statutory legal obligations are followed: e.g. Health and Safety at Work Act 1974, Keeping Children Safe In Education Sept 2021. These are referred to in individual policies and procedures. The Risk Management Policy is followed, and reasonable and practicable measures taken to reduce risk to acceptable levels.
Dalmain School aims to prevent accidents and cases of work-related ill health by effectively managing the health and safety risks in the school.	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments and procedures are reviewed and amended, if necessary, when changes are made to routines, personnel, equipment and infrastructure, when an incident or near miss has occurred or when statutory guidance is updated. The culture of effective risk assessment is promoted throughout the school. See Appendix B .
Dalmain School provides clear instructions and information- and adequate training- to ensure all children, staff, visitors and contractors follow designated Health and Safety procedures.	All staff, visitors and contractors (see Working with Contractors Policy) are given necessary induction and appropriate training and are expected to follow school policies and procedures.

	All children trained to follow relevant safety procedures with appropriate enforcement of rules.
Safeguarding and child protection is a crucial part of Dalmain's responsibilities.	The school complies with the statutory guidance as found in Keeping Children Safe in Education (Sept 2021). See Safeguarding and Child Protection Policy, Behaviour Management Policy, Anti-Bullying Policy, Looked After Children Policy, E Safety Policy
Dalmain School recognises its obligation under the General Data Protection Regulation (EU) 2016/679 to keep the personal data of all children and staff secure.	The Data Protection Officer (Stephen Williams) advises the school on its statutory requirements under the GDPR and the appropriate actions to be taken. Staff training has been held for all school adults and is updated annually or when deemed necessary. See Data Protection Policy, Data Breach Process, Information Security Policy, Confidentiality Policy, Records Management Policy, Privacy Notices
Dalmain aims to ensure that all off-site activities (eg. school trips including residential visits, performances, sports days) are conducted in as safe a manner as possible.	All such off-site visits are conducted in line with the Educational Visits Policy and with reference to the Safeguarding and Child Protection Policy .
H&S management will engage and consult with staff (and vice versa) and children on day-to-day health and safety conditions.	Any member of staff can and should report potential risks and accidents or other H&S concerns directly to POs, H&S lead or the SLT. Staff and children are, where relevant, consulted with and/or notified of any changes to policies and procedures through assemblies (in class or whole school), staff meetings and briefings. If necessary, parents informed through the School newsletter or Parent Mail.
Effective emergency procedures are in place—evacuation in case of fire or other significant incident.	Escape routes well signed and kept clear at all times. Evacuation and lock-down plans are tested regularly and updated as necessary. Fire marshals in place. See Fire Safety Management Policy and Procedures, Emergency Evacuation Procedures, School Security Policy
Safe and healthy working conditions will be maintained at all times	All relevant infrastructure and equipment regularly maintained, serviced and inspected as appropriate. This varies from daily visual inspections to statutory annual inspections. All statutory requirements regarding inspections and maintenance of infrastructure, services and equipment are adhered to. See Statutory Maintenance Policy, Safe Classroom Policy
Statutory requirements of all national and local authorities will be followed.	All statutory requirements and guidance regarding Health and Safety policies, procedures and risk assessments are followed. See Appendix A.
Relevant accidents and ill-health will be reported and investigated.	Relevant accidents, near misses and ill-health are reported to the Local Authority through designated channels, and where necessary under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Appropriate actions will be taken to prevent re-occurrence of same. See Accident and Injury Reporting Policy .
Health and safety law poster is displayed.	Reception
Adequate first aid cover will be maintained at all times—including first-aid boxes.	Adequate First Aid cover is provided in all areas of the school: staff aware of relevant personnel. First aid boxes in reception, medical room, deputy head's office and all classrooms. See First Aid Policy and First Aid Guidance for Staff, Educational Visits Policy .
Accidents are recorded on Medical Tracker	Medical Tracker is a cloud based system. Staff receive training on how to record incidents and there is a clear system of communication between school and parents in the event of all incidents requiring treatment. Head bumps have further procedures to ensure children's safety. See Control and Administration of Medicines Policy, Supporting Children with Long Term Medical Conditions Policy, First Aid Policy .

Inspections will be made in-house to ensure safety is maintained	<p>All infrastructure is inspected on a regular basis. Unusual weather will trigger immediate inspection for possible damage.</p> <p>All equipment (fixed, mobile or classroom) is inspected before use and damaged items removed.</p> <p>Termly walk rounds by Premises Officer and HT (records kept). See Safe Classroom Policy, PE Policy, Fixed Playground Equipment Policy, Playground and Playground Use Risk Assessment, Adverse Weather Risk Assessments, Site Inspection Policy, Statutory Maintenance Policy</p>
Inspections and audits: external	All statutory inspection and audit requirements met and records kept.
Regular monitoring and analysis of risks and incidents to maintain a healthy and safe environment.	<p>Records of incidents kept: monitoring, analysis and appropriate action taken where necessary (Medical Tracker, Scholarpack).</p> <p>Governors informed of relevant accident statistics and actions taken.</p> <p>Ongoing consultations and actions taken by all relevant shareholders (PO, H&S lead, CTs, SLT, HT, Union Reps): risk assessments and policies/procedures changed when necessary.</p> <p>Premises team, HT, Admin Officer, and H&S Lead meet on a regular basis to review and plan.</p>
Staff will be appropriately and effectively trained to fulfil their responsibilities.	<p>For those with specific responsibilities (see above) records of relevant staff training kept and monitored so ensuring all training is up to date.</p> <p>Staff can request or are booked on relevant courses.</p> <p>For those without specific responsibilities, changes to policies/procedures disseminated as above.</p> <p>Specific training issues identified by H&S committee, SLT and specialist staff (eg. SENDCo, Safeguarding Lead, Admin Officer) and training given by relevant personnel at appropriate time. Training needs analysis conducted and recorded on a regular basis. See SEND Policy</p>
Arrangements are in place to ensure that the business of the school can continue in the event of the building being closed.	See the Business Continuity Plan
It is recognised that some users of the school may be particularly at risk.	Special consideration in terms of Risk Assessments, policies and procedures is given to the following groups: pregnant women; young workers (school placements); visitors; contractors; agency staff; SEND pupils; volunteers.
The Resources Committee of the Governing Body maintains an overall view of all aspects of H&S.	The Resources Committee meets termly on an official basis and receives a Health and Safety update. The Health and Safety link governor takes an active role in monitoring all Health and Safety. Frequent unscheduled meetings and discussions take place between all stakeholders to ensure safety is maintained.

Approval Level:	Full Governing Body
Link Governor:	Joana Fox
Signed by Chair of Governors (Catriona Scott):	<i>Catriona Scott</i>
Signed by Headteacher (Erika Eisele):	<i>Erika Eisele</i>
Date approved:	February 2024
Next review date:	February 2025
Author:	Peter Clarke
Implementation date:	February 2022
Version:	001

Appendix A

This policy statement and the policies and procedures referred to within it are based on advice from the Department for Education on [health and safety in schools](#) and include the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[Workplace \(Health, Safety and Welfare\) Regulations 1992](#) which require employers to ensure the working environment is safe, as free from risk as is reasonably possible and that appropriate equipment is provided where necessary.

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) when responding to infection control issues, and [Actions for schools during the coronavirus outbreak](#), which provides guidance on what schools need to do during the COVID-19 pandemic.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#)

Advice, guidance and updates from professional support services (who ensure that the advice, guidance and updates given are in line with statutory legislation) also form part of the active process of policy and procedural development and review. These include:

Lewisham Services for Schools ([Health & Safety in Schools](#) | [Lewisham Services for Schools](#))

The Key ([Search for health and safety - 1474 results](#) | [The Key for School Leaders \(thekeysupport.com\)](#))

OEAP for Educational Visits ([oeapng.info](#))

[Safeguarding In Schools](#)

[Lewisham Council - The Multi-agency Safeguarding Hub \(MASH\)](#)

Appendix B

Current Risk Assessments and associated Policies and Procedures

The list below is not exhaustive but covers the requirements of **Lewisham Schools H&S Management System Framework Guidance**. Other risk assessments, policies and procedures are in place which do not fall directly into the Framework Guidance. These include: school trip risk assessments, one-off and regular activity risk assessments and individual risk assessments for children and staff, for example.

Accident and Incident Reporting
Asbestos and Asbestos Management
Behaviour Management
Boiler Room and Gas
Buildings and Infrastructure
Casts and Crutches
Collection of Children
Communicable Diseases
Cooking
COSHH
Driving at Work
Educational Visits inc Travel
Electricity and Electrical Equipment
Emergency Evacuation
Essential Visitors (Covid)
Fire Safety
First Aid
Glazing
Home Visits
Manual Handling
Medicines and Medical conditions
Movement around school
PE
Personal and Intimate Care
Playground Equipment, Fixed
Playground Policy
Positive Handling and Restraint
Power Tools
Preventing Violence and Abuse
Safe Classroom
Safeguarding and Child Protection
Security: Access
Security: Personnel
Statutory Maintenance
Swimming Lessons
Traffic Management
Trees and Shrubs
Use of Dining Hall
Volunteers Working with Children
Waste Management (inc. Hazardous)
Water safety (Legionella)
Working at Height

