DMAT

Aspiration | Excellence | Transformation

Ringmer Primary and Nursery School

Health and Safety Policy 2025-2026

Compiled/ Reviewed and Updated	**Author:** Rebecca Josling	**Date:** September 2025
Approval By: DMAT Board of Trustees	**Date:** September 2025	

Ringmer Primary and Nursery School

Health and Safety Policy 2025-2026

Compiled/ Reviewed and Updated	Author: Rebecca Jasing	Date: October 2025
Approval By: DMAT Board of Trustees Headteacher Chair of Governors	R Hall A. Cranmer Headteacher	Date: 17th October 2025

CONTENTS

Statement of Intent	4
Around School	4
Visitors and Site Security	5
Staff Dress	5
Organisation Introduction	6
Health and safety Responsibilities	6
Procedures and Arrangements	7
Arrangements for Health and Safety	7
Accident and Incident Reporting	7
Administering Medicines	8
Asbestos	8
Control of Substances Hazardous to Health (COSHH)	8
Contractors	9
Curriculum Safety	9
Display Screen Equipment (DSE)	9
Electricity	9
Emergency Provision/Business Continuity	10
Fire Safety	10
First Aid	11
Smoking	11
Food Safety	12
Glazing	12
Gas Safety	12
Induction	12
Lone Working	12
PE and Play Equipment	12
Premises Maintenance	1

Monitoring, Audit and Review 13
Moving and Handling of Customers and the Manual Handling of Inanimate Loads 13
New and Expectant Mothers 13
Off -site Activities 14
Risk Assessments 14
Staff Welfare/Stress 14
Training 14
Transport 14
Water Quality 15
Working at Height 15
Emergency Procedures and Safety Documentation 15

This Health and Safety Policy has been approved and adopted by Durrington Multi Academy Trust.

Statement of Intent

Durrington Multi Academy Trust believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of our schools. We will co-operate with partners, contractors, sub-contractors, employers, the occupiers and owners of premises and land adjacent to our premises to pursue our Health and Safety Policy aims.

Under the Health and Safety at Work Act 1974, the Academy Trust accepts that it is responsible for taking all practicable steps to secure the health and safety of staff, pupils and other visitors using the school premises.

The Academy Trust believes that preventing accidents, injury or loss is essential to the efficient operation of the school and is part of its pupils' good education. It will be the Trust's policy to encourage, where practicable, the co-operation of all users of the establishment by monitoring, review, discussion, and consultation to promote and develop measures which ensure health and safety at work.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well-run school. The school requires, therefore, that a high standard of safety should be achieved and maintained across the school site and throughout all its activities. All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves or others. Teaching staff shall endeavor, always to ensure that all students under their supervision work in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their work and need for such precautions and procedures.

Around School

- All staff are expected to sign out on Digigreet in the school office if leaving site during their working day and in again when returning.

- Staff must take action if they observe a potential hazard or accident. This may require immediate action, including making the area safe, alerting others, and/or reporting the problem to the premises team.

- The most common forms of accidents are slips and trips, either from, unruly movement of students, trailing cables or defective carpets, stairs etc. Staff should intervene to check unruly behaviour, which might cause accidents.

- Staff must take the nature of students into account when organising potentially dangerous activities (e.g. using sharp implements) and follow risk assessments and policies.

Visitors and Site Security

- All visitors to the school must report to reception, where they will sign in and be issued with a visitor's badge. It is not acceptable for a visitor to go directly to a department without first signing in.

- Visitors/volunteers in school who have contact with students must produce details of their DBS disclosure with them on their first visit to school to comply with safeguarding/child protection procedures. Visitors who are DBS checked wear a yellow lanyard.

- Visitors/volunteers in school who do not have direct contact with students only need to bring ID with them but must be always accompanied by a member of staff. These visitors wear a red lanyard.

- Staff must ensure their visitors are aware of procedures such as emergency evacuation. A visitor is defined as any person who is not a member of staff or a student on the school roll.

- All staff and students are urged to be vigilant concerning unauthorised visitors on site. Anyone without a lanyard should be accompanied to the school office.

- Visitors must sign out and return their visitors badge upon departure.

- During holidays staff entering the premises must sign in and out using Digigreet in main reception.

- All employed staff must wear their photo identity badge and blue staff lanyard.

Staff Dress

In line with the DMAT staff dress and personal appearance policy which is available on the Staff Drive are reminded of the following key points;

- Footwear must be safe and appropriate to your work area taking into consideration weather conditions.

- Identity badges must be always worn whilst on site

.

- Staff teaching Design Technology, science, cooking and nutrition, PE and attending trips should be particularly aware of risks associated to loose clothing, long hair, and jewellery.

Organisation Introduction

Within this policy additional responsibilities are assigned to members of the school's senior leadership team and other key colleagues. Their specific responsibilities are documented below.

Health and Safety Responsibilities

The school committee has strategic responsibility for health and safety within all areas of the school's undertakings. The Academy committee ensures that advice from competent health and safety advisers is available on health and safety matters to comply with regulatory controls. Persons with specific allocated responsibilities for health and safety are informed of these responsibilities and have sufficient knowledge and experience to perform the task required. Health and Safety performance is reviewed regularly alongside the health and safety policy to ensure the document remains fit for purpose.

The Head Teacher supports the school committee by ensuring that:

- This policy is communicated to all relevant persons.
- Consultation arrangements are in place for staff and their Trade Union representatives.
- Risk assessments of the premises are undertaken.
- Emergency procedures are in place.
- Appropriate records are kept of inspections and testing of equipment and services.
- Accidents are investigated and any actions completed.
- Advice from competent health and safety advisors is sought if necessary to comply with regulatory controls.
- Leaders are competent in their duty to provide a safe working environment for staff and pupils and ensure policies and procedures are in place and monitored.

The school

Manages the non-academic risk assessment process for the school, oversees the inspection and maintenance of equipment except subject-specific equipment. Advises the Headteacher of situations or activities that could be hazardous to the health and safety of staff, pupils and visitors and is responsible for the day-to-day maintenance of schools across the trust.

Teachers and Curriculum Leaders are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or Academy committee. Teachers and Curriculum leaders are responsible for ensuring that advice from competent curriculum and health & safety advisers is sought on health and safety matters in order to comply with regulatory controls.

Employees are responsible for their own health and safety, that of their colleagues, pupils and members of the public who may be affected by their work activities. They must observe all instructions relating to Health and Safety and act in accordance with any specific Health and Safety training. Be familiar and competent in applying procedures for Fire, First aid and other emergencies.

Procedures and Arrangements

Schools will have procedures in place for the following site-specific areas to eliminate or reduce health and safety risks to an acceptable level.

- Accident reporting procedures
- Asbestos management (none at Laurels)
- Behaviour management
- Catering
- Cleaning
- Appropriate supervision
- Curriculum safety/Policy/Risk assessment process
- Managed off-site activities
- Fire/Emergency procedures
- Appropriate first aid provision
- Inclusion
- Lone working policies
- Managing medicines policies and suitably trained colleagues
- Outdoor play equipment policies, procedures and inspections
- PPE where needed
- Risk assessments reviewed regularly
- Staff training and development, including mandatory and compliance
- Procedure for visitors

ARRANGEMENTS FOR HEALTH AND SAFETY

Accident and Incident Reporting

All accidents and incidents to staff, visitors and contractors are recorded by the welfare team. Serious accidents are reported to ESCC using the online accident reporting

system. Minor incidents to pupils are recorded locally major injuries and direct visits to hospital are also reported to ESCC using the online system. Rebecca Josling is responsible for reporting accidents.

The Headteacher or appropriate person delegated by the Headteacher will complete any relevant ESCC accident investigations and monitor accidents and incidents to identify trends.

Administering medicines

The school's Managing Medicines Policy details the procedures followed by the school and is based on ESCC policy and procedures. The lead for the administration of medicines is the office staff. A copy of the policy is available on the staff shared drive.

Asbestos

The school holds an asbestos register and follows the ESCC Code of Practice regarding monitoring and record keeping. All contractors working on the building are made aware of the location of asbestos and sign the register. Teaching and associate staff are prohibited from penetrating any walls, ceilings or floors to prevent any accidental exposure. Any requests to carry out maintenance are carried out or approved by the site team who are aware of the location of all Asbestos. Alastair Gentles is responsible for asbestos management.

Control of Substances Hazardous to Health (COSHH)

All hazardous substances stored and used within the school are to be risk assessed and the precautions identified by the risk assessment shall be communicated to staff and implemented. These assessments will be held in the school's COSHH risk assessment files, along with the relevant data sheets and made available to all employees who are required to use these substances in their work.

Alastair Gentles is the designated person for ensuring that the COSHH risk assessment file for cleaning and hygiene products is kept up to date and communicated to Rebecca Josling and relevant staff.

Contractors

Maintenance and servicing contractors receive a verbal induction to the school site (including asbestos), its facilities and emergency arrangements. Contractors undertaking large-scale building work will have specific inductions and controls in place as part of their contract, likely implemented and controlled by a main contractor. Contractors are continuously monitored whilst on site.

Alastair Gentles is responsible for the management of contractors

Curriculum Safety

Trustees recognise that some curriculum areas represent an increase in risk; these subjects hold specific health and safety arrangements, which are regularly reviewed and

communicated to the relevant staff. It is the Headteachers responsibility to ensure subject leaders complete and effectively manage risks;

Charlotte Hall - responsible for Design and Technology

Ella Wray – responsible for Art and Design

Esme Brown – responsible for Physical Education

Charlotte Jarvis – responsible for Science

Sara Crane – responsible for EYFS & Nursery

Display Screen Equipment (DSE)

Every DSE user will have a risk assessment completed to make sure they know how to adjust and set up the workstation correctly. It is the responsibility of Rebecca Josling to ensure assessments are completed by relevant staff.

DSE user risk assessments will be reviewed periodically by Rebecca Josling at least annually, or if there have been any significant changes to the workstation. A review of the original assessment must be undertaken as soon as practicable by the line manager when an employee complains of musculoskeletal or other health issues that could be attributed to, or aggravated by, working with DSE.

Electricity

Any faulty electrical equipment or wiring must be reported immediately to the premises team, if safe to do so disconnect the item from the mains. Portable electrical items should be briefly checked before use to ensure no visible damage to power cords, plugs or casing. Do not use the item if damage is evident, secure the item and report it to the premises team.

All portable electrical equipment within the school is to be tested in line with recommended frequencies and records of these tests will be held at the school.

Private portable electrical equipment must not be brought into the establishment and used without the appropriate checks.
A 5-yearly check of the fixed electrical installation is completed and records kept.
Electrical safety is managed by Alastair Gentles.

Emergency Provision/Business Continuity

The Emergency Plan details procedures and arrangements to be used in the event of an emergency. This includes liaison with ESCC and the emergency services, provision for the continuation of school business and arrangements to contact interested parties i.e. parents and the press. All staff are trained in the procedures contained within the emergency plan and are able to take the appropriate action if required. The emergency plan is regularly monitored and reviewed by the SLT team

Fire Safety

Alastair Gentles/Rebecca Josling are the designated persons for fire safety within the establishment. The designated persons will ensure that:

- The school's fire risk assessment is kept up to date by annual review or in response to significant changes to premises or work arrangements.
- There is reasonable fire-fighting equipment in the school, it is maintained, and maintenance records are kept.
- The fire safety equipment, e.g., fire alarm, emergency lighting, etc. is regularly checked, maintained and records are kept.
- There are no general fire hazards around the building, particularly near escape routes, escape routes are unobstructed and there is access for fire fighters.
- Staff and pupils are practiced in evacuating the premises by performing termly drills, monitoring their effectiveness and keeping records.
- Develop personal emergency evacuation plans (PEEP) for those staff and/or pupils who require additional assistance to evacuate the premises.
- They will also ensure that the establishment has an up-to-date Emergency Fire Plan, which details the procedures to be followed in a fire. The plan must be prepared to ensure that people within the establishment know what action to take if there is a fire, and to ensure the establishment can be safely evacuated.

All staff will complete accredited fire safety training annually.

Where necessary, the Emergency Fire Plan will include the following features:

- Action on discovering a fire and calling the fire service (these notices will also be displayed throughout the establishment)
- The location of the assembly point for roll call
- Liaison with emergency services
- Identification of key escape routes
- The type and location of fire-fighting equipment provided
- Specific responsibilities in the event of fire (adequate number of fire wardens to assist with the evacuation)
- Any need to co-operate or co-ordinate with other responsible persons that will be operating within the premises.

First Aid

The lead First Aider is the Office staff. Details of the school's first aid trained staff are displayed in the first aid room. The Office staff monitors first aid training to ensure certification remains in date.

A first aid risk assessment has been completed, and provision is in place, following the findings of the risk assessment. Suitable and appropriate first aid cover is always provided during the working day and after hours to cover breakfast and after-school clubs, and all staff members are aware of the arrangements in place.

Carol Honisett is the designated person for ensuring the first aid kits are kept fully stocked and items are within date, checks of first aid kits are recorded as completed.

Smoking

Durrington Multi Academy Trust has a strict no smoking policy including e-cigarettes/vapes for students, staff and visitors across all buildings and grounds. Staff may take time away from their workplace to smoke at allocated breaks and lunchtime, if not on duty, but must leave the site. In doing so staff are expected to be sensitive to the impact this may have on our neighboring local community.

Food Safety

All aspects of catering services provided to students are managed by the Office staff. As part of their contractual obligations all staff receive appropriate food hygiene training. The Office staff is the designated team to manage relations with Chartwell and resolve issues or concerns.

Glazing

The school holds an up-to-date Glazing Survey and regularly monitors glazing as part of the premises inspection, Alastair Gentles is responsible for glazing management.

Gas Safety

The school ensures that the gas boilers and other gas appliances are serviced and maintained regularly. Alastair Gentles is responsible for gas safety.

Induction

All new employees are informed of the school's health and safety arrangements and procedures by the SLT team.

The SLT team delivers role specific inductions for new staff, Alastair Gentles completes as a school tour covering Fire, Health and Safety and Risk management. All staff have access to a shared drive containing all health and safety documentation.

Lone Working

Lone working is discouraged, but where employees must work alone, the risks should be assessed and adequate controls put in place.

Rebecca Josling is responsible for risk assessing and producing lone working procedures.

PE and Play equipment

External and internal physical education (P.E.) equipment is serviced by the Play Inspection Company and Sport & Play. P.E. equipment is checked prior to every use by the teaching staff, any defects are reported immediately to the Head teacher. Alastair Gentles regularly monitors external play equipment/surfaces and defects are reported immediately to Who. Faulty equipment is immediately decommissioned.

Premises Maintenance

The internal and external premises will be inspected at regular intervals by Alastair Gentles the inspections are recorded and resulting issues reported to the estates and Compliance Manager The school is to be kept clean, tidy and free from hazardous obstacles. Staff must report any defective equipment, furniture or premises issues using the help desk https://durring.freshdesk.com/support/tickets/new. Alastair Gentles/Rebecca Josling will arrange appropriate repairs/remedial actions.

Monitoring, audit and review

The Academy committee shall receive updates on any significant Health and Safety concerns and will regularly inspect and monitor the premises. Regular review of procedure shall be undertaken in the light of operational practice, new laws and new policy/directives of the Local Authority. The operational practice and procedure shall be constantly monitored by Alastair Gentles/Rebecca Josling. The Director of Operations also reports termly to the Board of Directors.

Moving and Handling of Customers and the Manual Handling of Inanimate Loads

Manual handling is defined as the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. Consequently, the Manual Handling Operations Regulations apply to a wide range of operations; in this context it applies to both the moving of inanimate loads (manual handling) and the moving and handling of children where they are unable to do this unaided (moving and handling).

Where manual handling or moving and handling tasks are undertaken, Alastair Gentles will appoint suitably competent staff to undertake risk assessments of the activities and ensure staff working in these areas receive the necessary training and instruction.

Alastair Gentles is responsible for developing and reviewing moving and manual handling risk assessment.

New and Expectant Mothers

Any staff member who becomes pregnant must inform the Head Teacher of this and complete an appropriate risk assessment. The school recognizes the changing nature of pregnancy and will regularly review risk assessments to ensure that working at the school will not pose any risk to their health and safety and that of their unborn child. Rebecca Josling completes the risk assessment.

Offsite activities

All off-site activities are risk assessed using the ESCC system. The school's systems are audited by ESCC Outdoor Education Advisor. Charlotte Hall is the school's Educational Visit Co-Ordinator (EVC).

Risk Assessments

Risk assessments are a legal requirement under health and safety law. The Head Teacher will assess all risks arising from the curriculum and associated work the school undertakes. In accordance with corporate guidance risk assessments will be recorded in writing and reviewed annually or following a significant accident and or incident.

Staff Welfare/Stress

Trustees consider staff welfare of paramount importance. They seek to promote a work/life balance amongst their staff. The Head teacher is constantly monitoring staff workload, every effort is made to make effective changes if staff are experiencing stress either at home or work. The school also utilises the services of Health Assured and Occupational Health.
Rebecca Josling and Anne Duc are the Mental Health First Aiders for staff.

Training

The school ensures that all staff are provided with adequate information, instruction, and training to perform their roles. Training requirements are discussed during induction, professional development reviews and one-to-one supervision. CPD training records are kept and reviewed by the Office staff. We use an external platform (Educare by TES) for our legal and compliant training and optional/generic CPD. Courses are allocated, managed and recorded by the Office staff.

Water quality

Alastair Gentles is responsible for monitoring and recording water temperatures at the school to ensure water quality is maintained. A bi-annual water quality risk assessment is produced by a third party and reviewed by Dave Hutchinson

Working at height

Teaching staff should avoid working at height. Premises staff maintain the ladder log and are available for any high-level work. Ladders, step stools and other access equipment are kept on a ladder register and regularly inspected and maintained. A specific Risk Assessment is in place managing display boards with HSE advice for low-level step ladder use.

Emergency procedures and safety documentation

It is the responsibility of all staff to read the following Health and Safety documentation;

1. Durrington Multi Academy Trust Health and Safety policy

2. Ringmer Primary & Nursery School lockdown policy

3. Risk assessments relevant to your subject or activities

4. Subject specific Health and Safety policies / risk assessments (if applicable)

5. COSHH documentation relating to your area of work

6. Any applicable CLEAPPS documentation for teaching science or DT

7. Fire evacuation notices/emergency procedures in each room, familiarising yourself with your closest exit routes.

In addition, members of the leadership team should familiarise themselves with the Emergency and Business continuity plan, especially those named in the policy. All policies are available on the staff shared drive under Health and Safety.

Reviewed September 2025