



Health and Safety Policy

June 2025

Version	Date	Actions taken	Agreed by
1	10.12.2024	First draft	Prepared by AD
	11.06.2025	Final version	Reviewed and Approved

INTRODUCTION

It is an important duty of De Vaarboom in the conduct of its operations, to ensure a safe and healthy working environment for the children, volunteers and teachers.

Pupils should be safe in school and should be able to play freely in the playground. The risk assessment and risk management to keep them safe should be proportionate to the nature of the activities.

The day-to-day running of the school is delegated to the headteacher and the school Board. In most cases, they are responsible for ensuring that risks are managed effectively. This includes health and safety matters.

The key elements of the policy:

- set out the roles and responsibilities within risk management processes
- the mechanisms to control risk
- specific control measures that need to be implemented

An effective health and safety policy requires the full collaboration and co-operation of all volunteers and teachers; everybody is asked to read this policy and accept their own personal responsibility for health and safety at the school.

RESPONSIBILITIES

The governing body accepts ultimate responsibility for health and safety within the school as a whole. All managers and employees generally are expected to support and implement this policy wholeheartedly. The Board's responsibilities extend to maintaining a continuous and critical scrutiny of working conditions throughout the school, reviewing safety performance and promoting safer working.

It is the responsibility of every teacher and teaching assistant to take all reasonable care for the health and safety of him/herself and of children in their care and to report any hazard which cannot be controlled personally and to co-operate with the school by observing safety rules and complying with any measures designed to ensure a safe and healthy working environment.

For events run by the school, but attended by parents, such as summer parties or school wide celebrations, the parents are responsible for their children's health and safety, and by participating are accepting of this responsibility.

RISK ASSESSMENTS

The school ensures that appropriate risk assessments are in place for all the activities undertaken during school time. These are prepared by the head teacher or may be delegated to the other staff members. Review and sign-off by a Board member is required. These documents must be made available to parents and volunteers upon request.

The assessments should focus on the identifying the following key items:

- the hazards
- how people might be harmed by them
- what they have in place to control risk

Risk assessments are to be put in place for the following activities:

Pick up / drop off:

Teachers pick up the Pupils at the school pick up point. This enables parents to communicate with teachers prior to the lessons starting. Parents and Carers are identified before any children are released into the school pickup point.

Fire drill procedures:

We aim for an annual fire drill procedure test – all Pupils, teachers and volunteers will be shown how to calmly exit the school building and meet on the playground where heads will be counted and checked against that day's attendance list.

Play time:

Between 11:00 and 11.15 the children are given a break outside in the school playground. There are always at least 2 adults supervising the Pupils ensuring that play is safe for everyone.

SCHOOL SECURITY

The doors to the school shall remain locked during the teaching time at the school. Parents who are late dropping off their child(ren) should contact the teacher or volunteer to gain access to the school building. The door remains locked from the inside at all times except for the playground break.

FIRST AID

The school maintains a first aid kit on-site – which is located in the school storage area. It is the responsibility of the head teacher to check the contents at least once a term and ensure replacement items are purchased to ensure the kit is always complete.

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. How to do this is explained in the Incident Reporting in Schools – see link to documentation below.

REVIEW OF DOCUMENTATION

This policy document is to be reviewed by a member of Board every 2 years.

Individual risk assessments are reviewed annually or when:

- there is any reason to suspect that it is no longer valid
- there has been a significant change in related matters

If a health and safety incident has occurred, school leaders must review this policy and relevant risk assessments with the Board ensuring a satisfactory monitoring to maintain high health and safety standards.

RELATED DOCUMENTS

Health and safety: responsibilities and duties for schools – updated 5 April 2022

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

HSE - Leadership of health and safety at work

<https://www.hse.gov.uk/leadership/>

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

<https://www.hse.gov.uk/riddor/>

Incident reporting in schools (accidents, diseases and dangerous occurrences): Guidance for employers

<https://www.hse.gov.uk/pubns/edis1.htm>

The Health and Safety at Work etc. Act 1974 determines British health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act.

<https://www.legislation.gov.uk/ukpga/1974/37/contents>

The Management of Health and Safety at Work Regulations 1999 supports the Act.

<https://www.legislation.gov.uk/uksi/1999/3242/contents/made>