Health and Safety Policy

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2	15 February 2023	S Corry	Cover and altered arrangements as necessary
3	April 2026	S Corry	Names updated

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All staff and volunteers working in our school share a responsibility for promoting and safeguarding the welfare of the children with whom they come into contact with.

In Support of Learning
Warwickshire Education Services
Warwickshire County Council
Working for Warwickshire

Introduction

All schools employees have a duty to look after their own and others' health and safety and have a duty under common law to take care of pupils in the same way as a prudent parent would do so.

Employees must also cooperate with their employer on health and safety matters, carry out their work in accordance with training and instructions, and inform their employer of any work situation representing a serious and imminent danger so that remedial action can be taken in a timely manner.

This Policy has been produced in recognition and acceptance of our legal responsibilities as an employer and aims to protect the health, safety, welfare and wellbeing of our employees and others who may be affected by our activities.

This Policy will therefore set out how The Dassett C of E Primary School will manage occupational health and safety.

1. Statement of Intent

The Dassett C of E Primary School recognises the importance of effective health and safety management and will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within this school.

It also demonstrates our obligation to the duty of care we owe to employees and non-employees (such as pupils, visitors, contractors, peripatetic staff and members of the public) by ensuring that our activities are undertaken in such a way as to not put them at risk.

The main aim of our policy is prevent occupational accidents, incidents and cases of work-related ill health; and to promote and implement safe systems of work, a safe working environment and a safe and healthy workforce. This will enable The Dassett C of E Primary School to develop a positive health and safety culture through the implementation of the following objectives:

- Providing strong and visible leadership and management and involving employees;
- Having an occupational health and safety management system which sets clear health and safety standards, roles and responsibilities;
- Identifying significant risks to health, safety and wellbeing as part of our risk assessment process, and implementing adequate measures to prevent, reduce or protect against those risks;
- Promoting the principles of sensible and proportionate risk management;
- Having a competent workforce through the provision of information, instruction, training and supervision;
- Effectively communicating, consulting and cooperating with employees on all relevant health and safety matters;
- Providing a safe and healthy place to work;
- Providing access to competent health and safety advice, guidance and support;
- Requiring our contractors to cooperate with us;
- Ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- Making continuous improvements in health and safety performance.

Through this statement of intent and the implementation of our health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school specific documents, safe systems of work and arrangements that ensure the implementation of health and safety locally.
- Identifying, assessing and eliminating, reducing or managing the risks that arise out of activities, processes or operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management, employee appraisal and supervision process.
- Ensuring that health and safety is included as a standing agenda item at all staff meetings.
- Ensuring that all employees within the school are made aware of this Statement of Intent and our arrangements.

2. Organisation

This Policy formulates our school occupational health and safety management system. It outlines how we will plan, organise/arrange, implement, monitor/review and audit for health and safety. Whereby, legal compliance is the minimum standard The Dassett C of E Primary School wishes to achieve. Our health and safety management framework will strive for higher standards (good practice) where possible so that continuous improvement can be achieved.

2.1 Health & Safety Roles and Responsibilities

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Successful health and safety management depends on a systematic approach throughout the school so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Headteacher and Governing Body with support from all staff.

2.2 Chair of Governors and Governing Body

The Chair of Governors and Governing Body has overall responsibility throughout the school for:

- Implementing and achieving the objectives of the health and safety policy.
- The preservation, development, promotion and maintenance of the school's health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the school's decision making process.
- Having awareness and maintaining attention on the significant health and safety issues.

- Ensuring the school has appointed competent people to provide health and safety assistance/advice to assist with the implementation of relevant health and safety measures to meet legal requirements.
- Applying health and safety legislation and making decisions that conform to legislation and this policy.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be considered and accounted for when making organisational decisions.

The Governing Body will delegate much of the day-to-day health and safety monitoring, reviewing and auditing of health and safety to the Headteacher.

2.3 Headteacher

The Headteacher has been appointed by the Governing Body as the '**Responsible Person'** for health and safety within the school.

The Headteacher has overall accountability and responsibility for ensuring effective health and safety within the school, and must ensure that all employees are aware of, and are held accountable for, the specific application of their health and safety duties to employees and any other person.

The Headteacher may choose to delegate responsibilities to specific employees; however, they must ensure that those nominated are competent and understand and accept the responsibilities being delegated to them. The Headteacher will remain accountable for those activities.

Where the Headteacher has chosen to delegate their operational responsibilities to other members of senior management/leadership; the Headteacher must ensure that those nominated are competent and understand and accept their delegated responsibilities.

The Headteacher will:

- Demonstrate visible management commitment to health and safety and lead by example.
- Strive for continuous improvements and promote a positive health and safety culture.
- Promote the adequate and proper consideration of health and safety to all employees within the school.
- Attend, as directed or required, appropriate health and safety management/leadership training and subsequent refresher training.
- Present a report to the Governing Body on the health and safety performance of the school, which will include:
    - Accident statistics
    - Measuring health and safety performance
    - Monitoring of Health and Safety to include:
        - Auditing
        - Inspection
        - Accident recording and investigation
        - Review of performance
        - Training
- Be aware and maintain attention on the significant risks within their school and ensure they are being properly risk assessed, controlled and managed through effective and sensible risk management.
- Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;

- Ensure that adequate health and safety communication channels exist within their area of control;
- Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;
- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;
- Ensure that their senior managers and all employees (including agency staff) under their control are made aware of, understand and accept their individual and specific responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
- In conjunction with all staff, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance;
- Ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis;
- Ensure that the competent health and safety person is consulted, along with employees' representatives, prior to changes in working practices;
- Ensure that the Governing Body is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement; and, where the Governing Body has assigned responsibility to the Head Teacher respond to any legal notice received by the HSE or other enforcing body.
- Ensure that a formalised health and safety workplace inspections and audits are undertaken and appropriate action implemented;
- Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises.

2.4 Senior Management (if not headteacher)

All senior managers are responsible for managing health and safety in their area of responsibility.
In general, all senior management must:

- Comply with the school's health and safety policy and relevant subject specific policies
- Ensure that risk assessments are undertaken and recorded for work activities, processes and operations. They must identify significant risk(s) and controls that will eliminate the risk or reduce it to the lowest possible level through sensible and proportionate risk management. They must involve employees as part of this process, and implement controls as necessary in compliance with legislative or school policy requirements;
- Ensure that all employees are made aware of and understand the relevant risk assessment findings for their work activities and the control measures, safe systems of work, and arrangements in place;
- Provide and maintain healthy and safe working conditions, plant/equipment, access/egress and welfare provision, e.g. provision of drinking water, adequate toilets and washing facilities, etc.
- Provide all new starters with a health and safety induction upon commencement of employment;

- As necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers (as the host employer) and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for volunteers.
- Ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees.
- Consider health and safety at the planning stage of any new equipment purchase or design or change in processes or activities.
- Ensure that accidents, incidents, near misses and occupational ill health are reported and investigated where necessary, so that appropriate action can be taken to prevent a recurrence.
- Ensure that contractors' and other peoples' activities in their area are monitored and issues of concern are raised to the appropriate person in a timely manner.
- Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with senior management to promote a positive health and safety culture.
- Ensure that the formalised health and safety workplace inspection and audit regime is in place to check and document that the work environment is safe or requires appropriate action.
- Ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required.
- Ensure cooperation and consultation takes place between other organisations and appropriate employees' safety representatives, when sharing premises.
- Take appropriate action following external audits or inspections and own observations.
- Consult and seek competent advice where necessary.

2.5 Employees

All employees have an important role to play in effective health and safety management. For the purpose of this policy, 'employees' will include work placement/experience students, volunteers, agency workers and contract workers.

The responsibilities below relate to all employees. If an employee has additional responsibilities for health and safety, then they must comply with those responsibilities in addition to these.

All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Cooperate fully with their employer or other person (line manager, senior management) in respect of their health and safety duties and follow all relevant arrangements, instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety; and consult with their line manager on any areas of concern.
- Not misuse or interfere with anything that has been provided in the interest of their health, safety and welfare (such as safety equipment and/or protective clothing provided).
- Check that any equipment, plant or substances used at work are in a safe condition prior to use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager via the defect reporting system.
- Inform their manager, without delay, about any work situation that might present a serious or imminent danger to themselves or others, or about any other problems in the health and safety arrangements.

- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Behave appropriately at all times in the workplace and not get involved in any horseplay.
- Avoid taking short cuts, improvising or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- Report all work related accidents, incidents (including incidents of violence, diseases and dangerous occurrence) and near misses.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written).
- Be aware of the first aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Cooperate with health surveillance programmes and other control strategies for the protection of their health and wellbeing, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.
- Be appropriately dressed for their working environment and activity.

2.6 Pupils

All pupils are expected to behave in a manner that reflect The Dassett C of E Primary School's and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

2.7 Shared site users

Where two or more employers share a workplace, each employer shall cooperate with the other employer(s) concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of site must agree to:

- Cooperate, communicate and coordinate with the school on health and safety matters.
- Provide information relating to any additional risks or procedures, which will be new or unusual to those of the school, which may arise from their work activities.
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standards maintained by the school so as to ensure the health, safety, welfare and wellbeing of all school employees, pupils and others who may be affected.
- Meet the insurance requirements stated by the school and its insurer.

- Familiarise themselves with and communicate, to their employees and service users, the school's health and safety arrangements.

The school will ensure that, where not forming part of the shared site users hire contract or lease:

- Premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Shared site users are consulted, cooperated and communicated with on health and safety matters.
- The school's health and safety arrangements are made available for dissemination.

2. Arrangements

The following arrangements have been adopted to ensure The Dassett C of E Primary School fulfils its responsibilities and provide the foundation for securing the health, safety, welfare and wellbeing of all employees and users of the site.

Topic	Action/Arrangements	Responsibility of:
Setting health and safety objectives	The Governing Body will specifically review progress of health and safety at the relevant; this may be included as part of the Headteacher's report to Governors. Where necessary, health and safety improvements will be identified and included within a school action plan.	Example: Governing Body Headteacher
Consultation: Provision of an effective joint consultative process with employees	The Site Health and Safety responsible group consists of Caretaker, Headteacher/Assistant headteacher and Senior administrator and Evolve/Opal lead. The committee reports to and consults with all employees, to ensure that all concerns are considered and addressed with a clear action plan, identified/delegated responsibilities and target completion dates.	HT/Named Governor/SSO and Admin/Opal lead
Consultation: Employees	• Staff can raise issues of concern or make suggestions for health and safety improvements, at weekly staff meetings. • Health and Safety Law poster situated – old Staff room/staff room Reference links: HSE Involving your workplace in health and safety: Guidance for all workplaces (HSG263) HSE Consulting employees on health and safety: A brief guide to the law (INDG232)	Headteacher Staff

Topic	Action/Arrangements	Responsibility of:
Consultation: Trade Unions	We recognise trade unions so the Safety Representatives and Safety Committees Regulations 1977 will apply. There are no union appointed members at our school. The headteacher informs staff of any Health and Safety changes as and when they occur.	S Corry - Headteacher
Consultation: Involvement of pupils	The School Council take part in looking at the safety and security of the school and undertake site walks once per year looking at and considering the fire and emergency procedures in school. As school representatives, they are responsible for cascading the information to all of their classmates.	Headteacher School Council staff Leader School Council
Communication: Establishing adequate channels	Communication channels will be established for the exchange of health and safety knowledge and information. • Governing Body Meetings – termly feedback from visits • Provision of information relating to safe systems of work and risk assessments – via email and staff notice board • Staff meetings – weekly h and s items and defects daily • Staff training days – as and when necessary e.g. whole school first aid training sept 2022 and online 2025 • School Council members – sharing behaviour expectation's and calm and sensible moving and safe risk assessed play at playtime • Communication of health and safety bulletins/press releases from WES Safety & Premises, HSE, Fire Service, et – via email to staff • Communications with other relevant specialist advisors – h and s docs and support and liaise with named surveyor as necessary	Through meetings – all in attendance Headteacher H and S gov S Foyle – Opal and Evolve

Topic	Action/Arrangements	Responsibility of:
Competencies: Provision of effective health and safety training	The Headteacher will consider health and safety training on an annual basis in line with the school's health and training matrix focusing on mandatory training as a priority. • The Headteacher will ensure that new staff have the Health and Safety information they need at induction. • Volunteer and agency workers will have guidance re safeguarding, behaviour and general Health and safety • The headteacher will coordinate relevant training and records of training will be kept (database admin) and governors/H and S governor will be advised of training relevant for Govs.	Responsible person training Risk Assessment Safe management of contractors 2023 SC TD -
Competencies: Risk assessment	Team Leaders, Curriculum Subject Coordinators,EVC, and persons in charge of identified activities and events will be supported and advised in identifying and ensuring that significant findings are recorded and control measures are implemented. • Staff will be guided and trained to complete risk assessments for activities • The EVC will receive relevant training. • Evolve platform updates as necessary	Headteacher – completed RA training 2023 WES EVC – S Foyle
Competencies: Specialist advice and support	Specialist competent advice and support will be obtained from WES and HSE as required.	SLT WES
Monitoring, Measuring and Reviewing Performance and Auditing: Measuring and monitoring performance	To determine whether health and safety requirements are being achieved it is necessary to measure performance against predetermined plans and objectives. This will be achieved by implementing the following: Consider: • Annual health and safety audit by an external contractor/consultant with an accompanying action plan	3 year audit cycle – fire/security and H and S

Topic	Action/Arrangements	Responsibility of:
	• Termly updates on the progress of audit and other action plans, i.e. water hygiene assessment, fire risk assessment, fire service audit Reference links: DfE Governance handbook and competency framework HSE	
Monitoring, Measuring and Reviewing Performance and Auditing: Auditing	The Dassett C of E Primary School recognises that auditing needs to take place at a local level. The auditing process will review and establish whether: • Appropriate management arrangements are in place. • Adequate risk control systems/strategies are in place for the associated risks. • Those control strategies are being implemented. Other auditing regimes from other agencies may be undertaken, with or without notice, as appropriate.	Headteacher WES Governor for H and S
Monitoring, Measuring and Reviewing Performance and Auditing: Reviewing performance	The Dassett C of E Primary School will continually review and update our policies when there are: • Changes to legislation, British Standards, Approved Codes of Practice, or relevant industry guidance • Changes in organisational structure, process, activities and/or equipment. • Lessons learnt/actions resulting from the findings of an incident investigation or audit. • Lessons learnt from a national or regional incident.	Headteacher

Topic	Action/Arrangements	Responsibility of:
Accidents, incident and near misses: involving staff, pupils and/or visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	• Minor accidents are recorded in the accident record book which is kept in the first Aid bag/office • Major incidents are reported to Riddor and to WCC • The Headteacher and C of G will be notified when major incidents occur • The headteacher and SLT will report incidents fall under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) • The headteacher may record near misses • Investigations following major and serious accidents/incidents will be investigated by the governors. • Parents are notified when their child is involved in a minor incident through slips home, phone calls and SeeSAW • Relevant notifications made to parents/carers – telephone / accident slip form • Where a fault in the site/building has contributed to an accident/incident this will be investigated by the Headteacher and Caretaker. The C of G and the Wes surveyor may be included in these investigations. ***Accident reports and investigation records for incidents involving a pupil must be kept until the child reaches the age of 21.*** ***Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years.*** Reference links: HSE RIDDOR DfE Guidance on first aid for schools	S Corry O Whatcott M Garland T Davis H and S Governor
Asbestos management	The duty to manage asbestos is a legal requirement under the Control of Asbestos Regulations 2012 (Regulation 4). It applies to the owners and occupiers of commercial premises who have responsibility for maintenance and repair activities. In addition to these responsibilities, they also have a duty	Headteacher Caretaker

Topic	Action/Arrangements	Responsibility of:
	to assess the presence and condition of any asbestos-containing materials. If asbestos is present, or is presumed to be present, then it must be managed appropriately. At the Dassett the Arrangements are :- • Up to date information regarding asbestos is held on atlas web and maps in all rooms • See map for positions of asbestos • If Asbestos is disturbed or if staff are concerned they should contact the head teacher who will contact WCC h and S. All staff/ pupils etc will be moved from area. • Asbestos Register is referred to prior to any intrusive work being carried out by a contractor, member of staff. • School purchases asbestos surveys through WES Property Risk Services. • Contractors are asked to sign to say they have seen the relevant asbestos information for the site. Training - HSE Managing asbestos in buildings: A brief guide Responsible person training - WCC DfE Asbestos Management in Schools	
Contractors, selection and management of	• Responsible person – S Corry • Local arrangements for induction of contractors, exchange of health and safety information, agreeing safe working arrangements before work starts etc will fall to headteacher and/or site caretaker as appropriate. • Staff report any concerns to HT or DSL (D Hackett) -about safe working practices of contractors. Reference links: HSE Need building work done?: A short guide for Clients on the Construction (Design and Management) Regulations 2015 HSE Managing health and safety in construction: Guidance on Regulations	

Topic	Action/Arrangements	Responsibility of:
Control of Substances Hazardous to Health (COSHH)	• COSHH file maintained by T Davis and it is kept in caretaker Store cupboard. • T Davis obtains material safety data sheets and carries out risk assessments for hazardous substances as required. • All products purchased through a central point – via ESPO and have COSHH sheets produced • Staff are informed not to bring products in from home. • Training - Caretaker seminars, Health and Safety Awareness, management of contractors, fire awareness, first aid, team Teach, control of asbestos, Accident investigation, • Paint disposal via waste • Any emergency procedures for cleaning spillages - sickness sand supplied. Reference links: HSE Working with substances hazardous to health: A brief guide to COSHH HSE Control of substances hazardous to health: Approved Code of Practice and Guidance	T Davis – training for caretakers October/November 2023 – asbestos management, Annual fire safety, COSHH, Legionella awareness February 24 – caretakers course S Corry – role of responsible person Sept 2023 (three years)
Defect Reporting	• Staff responsible for taking unsafe equipment out of use and report to T Davis via defect book in Caretaker. • Defect/out of use labels used. • Defects – replacements needed are reported to admin S Boyle for replacement. • Records kept 5 years.	All staff
Design and Technology	Primary schools should refer to "Make it Safe" booklets and where they can be found DT – Curriculum Lead – Team SLT • *CLEAPSS* Reference links: CLEAPSS DT Site CLEAPSS Primary Site	SLT

Topic	Action/Arrangements	Responsibility of:
	Design and Technology Association (DATA)	
Display screen equipment (DSE)	• All staff have undergone DSE training during 2021 due to increased use of DSE. **Admin staff 2024** All workstations equipped with raised platforms, mice and additional keyboards. • DSE users (2) informed of their entitlements to eye sight tests and help towards glasses for DSE work? Reference links: HSE Work with display screen equipment: Guidance on regulations HSE Working with DSE: A brief guide	All staff Admin staff
Driving at work: use of personal cars, minibuses and transporting children etc.	• Admin undertakes checks of driver and vehicle documentation annually. Reference links: HSE Driving at work: Managing work-related road safety	Admin – S Boyle Staff
Electricity	• Hardwiring checks done every 5 years. • Pat testing done - annually • Pat registers on Atlas web • Staff conduct pre use visual checks of wiring for defaults and report via default book Reference links: HSE Electricity at work: Safe working practices HSE Electrical safety and you: A brief guide	S Corry C McCabe – surveyor WCC Neil Peace - WCC Staff
Emergency Planning: dealing with health and safety emergencies – procedures and contacts	• Emergency plans e.g. bomb threats, explosion, floods, intruders etc. are reviewed through policy – lockdown and evacuation and BEEP by S Corry • The school should use/refer to the CWS (Coventry Warwickshire and Solihull) Resilience Team documentation used for emergency plan. Business continuity plan – see H and S polices Reference links:	S Corry

Topic	Action/Arrangements	Responsibility of:
	CWS (Coventry, Warwickshire and Solihull) Resilience Team, Emergency Advice and Support for Educational Establishments	
Externally provided services/activities, lettings and hirers	• Head teacher is responsible for discussing and agreeing health and safety arrangements before premises are used. • School provides specific information for organisations that includes accident reporting and defect reporting procedures; restrictions on use of equipment; fire precautions and procedures e.g. assembly point information, procedures for contacting emergency services. ***Consider using the WES Hirers leaflet to provide site specific written details on relevant school health, safety, security and fire safety arrangements to hirers.***	S Corry
Fire safety	Refer/signpost to the school's current Fire Risk Assessment, Security Policy and Building Emergency Evacuation Plan. • All staff receive annual Fire Risk Assessment Training.NC - Fire precaution manual - Kept up to date by Admin - Checking and updating the Fire Evacuation Notices around the school site is conducted by S Corry and checked termly. - Routes are alternative and signposted in each area. - Weekly testing of fire alarms and visual checks of fire extinguishers is done and recorded by T Davis - Monthly testing of emergency lighting and fire door closures – T Davis – record kept - Yearly inspection and maintenance of fire extinguishers – through service - Six monthly inspections and maintenance of the fire alarm and emergency lighting systems? • Arrangements for secondary evacuation to village hall are in place. • Fire RA reviewed through WES H and S three yearly and actions are met accordingly. • BEEP – S Corry	S Corry S Boyle

Topic	Action/Arrangements	Responsibility of:
	• Co-ordinating of evacuations is outlined in BEEP – S Boyle and S Corry marshal and responsible for updates. • Fire drills are carried out Termly • Lockdown drills are carried out. Reference links: DfLG&C Fire Safety Risk Assessment Educational Premises Coventry Solihull and Warwickshire Resilience Team	

First aid, medication and supporting pupils at school with medical conditions	• First aid needs been assessed with WES Hand S and HSE guidance. Policy is reviewed annually and updated as necessary • School has a separate policy in place for supporting pupils with medical conditions. • First Aider details are displayed in the school • Identifying and organising refresher training is done by admin – S Boyle • First Aid kits are kept in office and staff locker room • MG is responsible for replenishing first aid boxes with admin S Boyle • HT or member of SLT member will accompany children to hospital in absence of parent. • First Aiders = 2 Paediatric. Cover each other in absence plus all staff have training re basic first Aid (last completed online 2025-2026 NC planned in person 2026-2027) Trained first Aider on site at all times unless not available then default to first aider with basic training • School has a separate policy on administering medication. • All staff have had basic training re epi pen use and OW and MG have completed training re managing anaphylaxis and allergies – NC (September 2022) • Medicine is stored in HT office or fridge. All medicines must be in original packaging with name clearly marked. All doses are recorded and counter signed. • Parents usually administer medication. If school is required to administer medication a separate arrangement is in place and school and parent agreement is met and agreed to – signed against. See policy for administration of medicines. · Off-site – all staff trained for basic first Aid. – see certification in files · Site specific First Aid requirements – see site visited · Off site – take first aid bag/sickness materials and any medication on trips – pre visit checks see evolve · All injuries to be recorded in accident book · RIDDOR recording for more major injuries and diseases • Reference links: HSE First aid at work: Guidance on Regulations HSE First aid at work: Your questions answered	

	DfE Guidance on first aid for schools DfE Supporting pupils at school with medical conditions: Statutory guidance	

Topic	Action/Arrangements	Responsibility of:
Glass and glazing including window restrictors	• Glazing survey – Atlas web • Safety film is in place where necessary. • Any remedial action reported to T Davis and to Admin for Hotline repair. • Ground floor windows only	S Corry T Davis
Housekeeping, cleaning and waste disposal	• Waste disposal as determined by product and bin • All external waste bins only on school side • Computers recycled • Batteries recycled	T Davis
Infection control	*No specific policy – follow as advice changes. See COVID policy for example.* Reference links: Public Health England Guidance on infection controls in schools and other childcare settings	HT
Lone Working/ Personal Safety	• Lone working is discouraged • The HT checks that all staff have left the building at the end of the day – if not last member of staff checks All staff gone before caretaker • Caretaker does operate alone. Mobile contact maintained at all times. • Patrol guard are employed to carry out responses to avoid lone caretaker responding Reference links: HSE Working alone: Health and safety guidance on the risks of lone working Suzy Lamplugh Trust	SC T Davis
Maintenance/Inspection of Equipment	• All equipment – and glazing etc are carried put by WES building services Reference links: HSE Safe use of work equipment: Approved Code of Practice and guidance HSE Using work equipment safely	

Topic	Action/Arrangements	Responsibility of:
Manual Handling – loads and people	• Manual handling- tables - Chair piles – carried out by caretaker using trolley as necessary. • Dinner tables – training given and signs followed – not to be done alone • Dynamic risk assessment for number of lifters needed • Human lifting – all teachers and Tas trained re team Teach 2021 Reference links: HSE Manual Handling Operations Regulations Guidance HSE Manual handling at work: A brief guide HSE Manual handling assessment charts (the MAC tool)	SC T Davis Staff as appropriate
New and expectant mothers	• Members of staff should staff inform the HT when they are pregnant? Reference links: HSE New and expectant mothers who work: A brief guide to your health and safety HSE Infection risks to new and expectant mothers in the workplace: A brief guide HSE	SC
Offsite and Educational Visits including residential visits and any school-led adventure activities	Our school will follow current Outdoor Education Advisors Panel (OEAP) national guidance to demonstrate that they are taking reasonable steps to manage risks. • The school's Educational Visits Co-ordinator is S Foyle(EVC). • All staff complete RA on evolve for trips. • All staff have a mobile phone contact for school. • Out of school hours – staff have contact details for all parents. • Parental permission is sought as and when needed. • First Aid arrangements are followed at the destination and all trips have a first aid trained member of school staff in attendance. • EYFS have a Paediatric first aid trained member of staff in attendance. • Reference links:	SC S Foyle Staff

Topic	Action/Arrangements	Responsibility of:
	Outdoor Education Advisors Panel (OEAP)	
Personal Protective Equipment	• Disposable PPE is provided free of charge for staff as and when needed. Reference links: HSE Personal protective equipment (PPE) at work: A brief guide	SC
Physical Education – indoor and outdoor equipment checks	• Equipment inspections carried out annually. Reports found on Atlas web. • All staff carry out pre-use visual checks before use. • All relevant staff made aware of Risk Assessments for equipment. Refer to the current AfPE Safe Practice in Physical Education and Sport document. Reference links: Association for Physical Education	PE Lead – S Foyle SC
Physical intervention	• School follows Department for Education's guidance on the use of reasonable force to restrain pupils. • All staff Team Teach or similar training 3 yearly. Latest September 2025 – 5 staff Reference links: DfE Use of reasonable force: Advice for head teachers, staff and governing bodies	Sc All staff
Public Events	PTA events – friends of The Dassett follow all H and S guidelines as staff employed in school. Staff members are present and take overall responsibility. Reference links: HSE Event safety microsite	SC
Risk Assessments	• HT has responsibility for ensuring risk assessments are carried out for all work activities, processes, and operations at the school . • HT is responsible for reviewing risk assessments when significant changes occur or yearly as a minimum	SC SLT

Topic	Action/Arrangements	Responsibility of:
	Reference links: HSE Risk assessment: A brief guide to controlling risks in the workplace	
Science	We will follow guidance set out in the current 'Be safe – health and safety in primary school science and technology' – published by The Association for Science Education (ASE). https://www.schoolscience.co.uk/besafe Reference links: CLEAPSS – Primary Site Association for Science Education (ASE)	SC RP– Science lead
Security	Signpost to school's Security Policy. yearly inspection and findings available on Atlas web	SC
Smoking	This is a no smoking site Reference links: Smokefree England HSE Smoking at work	SC
Work-related stress and mental wellbeing	• Staff can speak to senior leaders and HT if they are experiencing any problems • Health advice sought through employee services • Staff sign posted to – Education Support • Performance meetings • Supervision for DSLs Reference links: HSE Work related stress microsite HSE Tackling work-related stress using the Management Standards approach (workbook)	SC

Topic	Action/Arrangements	Responsibility of:
	HSE How to tackle work-related stress: A guide for employers on making the Management Standards work	
Swimming Lessons (Public pool)	• Swimming lessons take place at Southam Public Pool • Supervision levels are determined by Southam leisure centre lesson re ratios. Reference links: Association for Physical Education	PE Lead – S Foyle
Trees	• Caretaker visually checks condition of trees especially after adverse or severe weather and reports to hotline any needs.	Admin T Davis
Traffic management On-site vehicle movements	• H (SC) or admin is responsible for the management of vehicles on site. • Site gardening contractors only move machinery once children are indoors • Deliveries to back door • Access gates locked unlocked by Sc or admin • Staff car park used by staff and deliveries only – no parent cars • Front of school layby for buses. Cars not to obstruct. reminders given regularly via newsletter and on website.	SC Admin – S Boyle
Violence and aggression, Prevention of work-related…	• Personal safety training in line with policy – at staff meetings • All staff encouraged to report all incidents of verbal and physical violence and aggression and this is recorded by HT • Warning letters to aggressive parents are in place. As necessary. Reference links: HSE Preventing workplace harassment and violence HSE Violence at work	SC Admin
Visitors	• Visitors are controlled by	Sc

Topic	Action/Arrangements	Responsibility of:
	• Keypad entry • Log book completed • Badge worn at all times • Escorted as necessary • DBS checked. • Site information given re evacuation etc. - verbally told by office staff, visitors leaflet,	Admin – S Boyle
Water Hygiene (Legionella) and Water Systems	• Water hygiene (legionella) risk assessment and log book kept in caretaker's room • Caretaker (T Davis) is responsible for carrying out - monthly water hygiene testing? - weekly flushing of infrequently used outlets? • School purchases water hygiene surveys through WES Property Risk Services. • Cleaning and flushing of the system carried out by WET/H2O Reference links: HSE Legionella and Legionnaires' Disease microsite HSE Legionnaires' Disease: Approved Code of Practice and guidance on Regulations HSE Legionnaires' Disease: A brief guide for duty holders	T Davis SC
Welfare facilities and wellbeing of staff and pupils	In order to comply with welfare regulations, the school will provide for employee and pupil wellbeing: • toilets and hand basins, with soap and towels or a hand-dryer; • drinking water; • a place to store clothing (and somewhere to change if special clothing is worn for work); • somewhere to rest and eat meals. • To ensure a healthy working environment, will we ensure there is: ○ good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system;	SC All staff

Topic	Action/Arrangements	Responsibility of:
	○ a reasonable working temperature; ○ lighting suitable for the work being carried out; ○ enough room space and suitable workstations and seating • Outdoor safety – sun safe policy and practice in place • Lockdown procedures in place • Invacuation procedures in place re weather extremes/intruders Reference links: HSE Welfare at work: Guidance for employers on welfare provision DfE Advice on standards for school premises: For local authorities, proprietors, school leaders, school staff and governing bodies	
Work Experience	• HT responsible for carrying out inductions and risk assessments? • No work experience alone while on site. Assigned to a class teacher. Reference links: HSE Work experience microsite	SC class teachers
Work at Height	• Ladders in boiler room – not used and labelled. Platform not used • Caretaker – working at height training – not in place • Staff have training re use of kick stools and are expected to only use access equipment provided by the school and not stand on tables and chairs. • Staff expected to carry out pre-use visual checks on kick stools and report any defects – push down test • Kick stool to be used by all staff. Reference links: HSE Working at height: A brief guide HSE Safe use of ladders and stepladders: A brief guide HSE WAIT Toolkit	HT T Davis All staff