

Policy Ref:
Premises
#005



Health & Safety Policy

Statutory?	Yes
Date Approved	October 2025
Approved By	Governing Body
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Important Policy Note

Please note that, as The Paddocks Nursery & Pre-School is managed by Wiveliscombe Primary School under the same Local Authority processes, where the term "school" appears in the below policy it can be substituted for the term "nursery".

THE LAW

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In **community schools, community special schools and voluntary controlled school's** statutory health and safety responsibilities fall on the Local Authority (LA) (as the employer) and on the Headteacher and other school staff (as employees).

As the management body, **the governing body** must ensure that school staff and premises follow policies and procedures set by the Local Authority for health and safety (e.g., reporting accidents, first aid provision), and:

- Implement a health and safety policy and advise employees of it;
- Have a Critical Incident/Business Continuity plan that considers emergency scenarios;
- Ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any activity on the school site or managed by the school;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
- Ensure that staff are competent and trained (including Team-teach techniques where necessary) in their health and safety responsibilities; and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.
- Promote and support sensible health and safety management through discussion at Governor or Senior Leadership Team meetings; advice and guidance from the Corporate Health and Safety Unit when required.
- Seek advice and guidance from The Health & Safety service when required.

In practice, the governing body may delegate specific health and safety tasks to others at school.

The governing body, and Headteacher, must comply with any direction given to them by the LA concerning the health and safety of persons on the school's premises or taking part in any off-site school activities.

THE ROLE OF EMPLOYEES IN ANY SCHOOL

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Headteacher, who has delegated responsibility for the day-to-day management of the school, has a role of making sure that the governing body's health and safety policies and procedures are carried out.

COVERAGE

A list of all the issues to be covered by a school's health and safety policy with electronic links to the relevant County Council or other appropriate guidance.

HEALTH AND SAFETY POLICY - STATEMENT

THE GOVERNORS OF: WIVELISCOMBE PRIMARY SCHOOL AND THE PADDOCKS NURSERY & PRE-SCHOOL WILL:

Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.

Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.

Endorse and support the safety policy of Somerset County Council, and to assist the Council to discharge those responsibilities, which it holds as employer.

Seek improvement to working conditions according to priorities within existing resources.

Recognise their responsibilities when they make available premises or equipment for hire and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.

Ensure that Risk Assessments are carried out within the school using a recognised method of recording (e.g., EEC Safety Suite) and ensure that Risk assessments are communicated to all staff and reviewed as appropriate.

Promote and engage health and safety through discussion and informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.

Ensure that staff can access training to ensure their competence for their tasks.

Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Council's guidance for the selection of competent contractors and **will** seek assistance from the Council's Corporate Property Group when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.

Report all incidents/accidents, using the Accident Reporting Module on the EEC Safety Suite and ensure appropriate follow up action has been carried out.

Review on an annual basis, all accidents and incidents reported to identify trends.

Consult with the school council and inform pupils of their responsibilities for Health and Safety.

Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individuals are recognised as safety representatives at the school.

Name (1) Lucy Crowe (2) Wendy Thompson

Trade Union

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.

Signed:

Chair of Governors: Rosie Austin

Dated:

Signed:

Headteacher: Lucy Crowe

Dated:

ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

Schools can be organised in a variety of ways, i.e., on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. The key members are responsible for seeing that their area of responsibility or recognised staff follow the school's policy, and the following measures:

Identification and control of risks associated with any hazardous or dangerous substances.

Selection of equipment suitable for its purpose and ensuring that it is properly used.

Identifying and securing the training needs of members of their Area/Department

Provision of suitable personal protective equipment when required and ensuring that it is properly used.

The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.

The Governors will monitor safety performance within the school against the standards set by Somerset County Council and provide an annual summary of their findings.

Ensure that regular School Premises Management checks are completed in line with the [Premises Managers checklist](#) alongside guidance from the School's Area Building Surveyor and Local Authority. Also ensuring that appropriate training needs of person responsible for premises is delivered.

Governors to agree delegation for approval of off-site visits and activities (Category A) and review on an annual basis. [Governor to Head Delegation for Category A.](#)

The Governors have appointed the following Governor Leon Salter to monitor health and safety issues and bring to their notice such issues that require their attention.

Assistance on health and safety issues is provided by The Health & Safety Service.

Appointment of Appropriate Persons

Schools should appoint appropriate persons for their delegated areas of responsibility within the school (see Table A for areas which need including in your policy). They should ensure that new staff have the necessary skills and qualifications on appointment or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

Guidance for Schools

The following guidance, produced by the Local Authority, is available for schools to use for their own standards:

- Guidance for Schools Volume 4
- Outdoor Education and External Visits Website

The Governors adopt the standards of the following publications, which are endorsed by Somerset County Councils Learning and Achievement service as standards for its schools:

- Association for Physical Education - afPE, (Published September 2016):
[Safe Practice 2016 Association for Physical Education](#)
- Health and Safety: Responsibilities and duties for Schools: November 2018:
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- Building Bulletin 100: Design for Fire Safety in Schools (March 2014) Gov.UK link:
<https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools>
- Learning Outside of the Classroom: <http://www.lotc.org.uk/>
- Guidance on First Aid for Schools: first published August 2000, latest update – 12 February 2014, link: <https://www.gov.uk/government/publications/first-aid-in-schools>
- Supporting Pupils at School with Medical Conditions: published by Department for Education, December 2015; link:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

Name of School: Wiveliscombe Primary School and The Paddocks Nursery & Pre-School

Headteacher

Lucy Crowe

Delegated Senior Manager:

Rachael Hill (WPS only) / Michelle Salter (Paddocks only)

Premises Manager:

Wendy Thompson (WPS) / Michelle Salter (Paddocks)

External Visit Coordinator:

Lucy Crowe

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Wendy Thompson
EMERGENCY PROCEDURES:		
Emergency Procedures Critical/Major Incidents and updating your Contingency Plan	Business Continuity Plan template for Schools School Closures Updating your Contingency Plan	Lucy Crowe
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website EEC Safety Suite>External Visits Management Policy for Offsite Visits and Activities – in school	Lucy Crowe
INDUCTION/TRAINING:		
SCC Training Policy (HS031)	H&S Induction Checklist (Schools)	Wendy Thompson
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Lucy Crowe
Infection Control	Public Health England Guidance	Lucy Crowe
Medicines in school	Guidance for Schools: Volume 4	Office Staff
Needlestick Injuries	H & S Policy Manual - HS007	Lucy Crowe
New and Expectant Mothers	H & S Policy Manual - HS017	Lucy Crowe
Supporting Pupils with medical conditions,	Supporting pupils with medical conditions	Lucy Crowe / SENDCo
RISK MANAGEMENT:		

Area	Location of Policy/Guidance	Name of person responsible
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools	Lucy Crowe
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Wendy Thompson
Employee or Volunteer Driver	Driver Risk Assessment HS014	N/A
First Aid	H & S Policy Manual HS012	Office Staff
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	N/A
Violence at Work	Work-related Violence HS011	Lucy Crowe
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	Lucy Crowe
Asbestos	Asbestos Register - in School	Wendy Thompson
Electrical Safety Portable Appliance Testing	Guidance for Schools: Volume 4	Wendy Thompson
Equipment Maintenance Lifting Equipment PE Equipment CDT Equipment LEV	Contact Property Services - Contracts available for purchase by schools.	Wendy Thompson
Fire Safety Arson Prevention	Fire H&S010 School responsibility - Arson Policy Contact Insurance Email: InsuranceMailbox1@somerset.gov.uk	Wendy Thompson
Gas Appliances Boilers Kitchen	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Wendy Thompson
Premises Managers checklist	Premises Managers Task List	Wendy Thompson
Pressure systems – e.g., steam ovens/stills	School responsibility - contact Insurance Email: InsuranceMailbox1@somerset.gov.uk	Wendy Thompson
Safety Glazing	Please refer to SC Property Standard – SC Glazing Standards and Guidance PDF	Wendy Thompson

TABLE B – RELATED DOCUMENTS

Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location (E.g., office, web address)
Critical Incident Management Plan	Website / P Drive / Main Office
Fire Evacuation Policy	Website / P Drive / Main Office
Lockdown Procedure	Website / P Drive / Main Office
Premises Management Policy	Website / P Drive / Main Office
No Smoking Policy	Website / P Drive / Main Office
Staff Code of Conduct	Website / P Drive / Main Office
Off-Site Visits Policy	Website / P Drive / Main Office
First Aid Policy	Website / P Drive / Main Office
Supporting Students with Medical Needs Policy	Website / P Drive / Main Office

Document Prepared by (Signature)

(Print Name)

Title:
(e.g., Headteacher/Governor)

Date:

TABLE C – MONITORING & REVIEW

The monitoring/review arrangements in place are summarised below:

External Monitoring

H&S Safety Audit (CHSU – every 3-years)
Inspection Report (purchased by way of SSE Health and Safety Management Package)
Accident/Incident Report
Safety Representation Reports (Recognised Trade Union/Professional Association)
Property Services Report – Capital Support
Fire Risk Assessment – (Health & Safety Service - every 5-years)
Legionella Risk Assessment

Internal Monitoring

Activity Planning (Burgundy Pack)

Annual Declaration of Risk Assessments (Civica)
Annual Declaration Self-Audit of Health & Safety (Civica)

EEC Management Report
Governors Meetings with standing Health and Safety agenda item

Governors Premises walkabout with feedback report
Headteachers Self-Assessment (Burgundy Pack)
H&S Committee Inspection
Senior Leadership Team Meeting with standing Health and Safety agenda item

Staff Induction and INSET day training

APPENDIX 1 – PREMISES MANAGERS TASK LIST

TOPIC/ TASK	SCHOOLS/ ALL	FREQUENCY	COMMENTS
Self-Audit			
Annual review H&S selfaudit	Schools Only	Annual	To be completed on CIVICA
Legionella			
Legionella annual review	All premises	Annual	To be completed on CIVICA
Legionella hot and cold water temperatures (sentinel outlets)	All premises	Monthly (Corp) Half termly (schools)	See policy HS019
Legionella hot and cold water temperatures (all outlets)	All premises	Annual	See policy HS019
Legionella flushing of little used outlets	All premises	Weekly	See policy HS019
Legionella descaling of shower heads	All premises	Quarterly (Corp) Half termly	See policy HS019
Legionella - Spa baths	Certain premises where applicable	Refer to policy	See policy HS019
Legionella – Scalding RA	Certain premises where applicable	Refer to policy	See policy HS019 – can be completed on EEC (schools), B-Safe - Corporate
Premises Managers Training			
Attended Premises Managers Training	All premises	Every 5 years	To be completed on CIVICA – also see policy HS002 and HS031
External Visits Co-ordinator Training			
Attended EVC Training	All Schools	Every 3-5 years	
Safety Glazing			
Safety Glazing Risk Assessment in place	All Schools & some Children's Centre's	Annual	Can be completed on EEC (Schools), B-Safe - corporate
Safety Glazing Annual review	All Schools & some	Annual	To be completed on CIVICA

Electricity			
PAT Testing	All premises	Schools – 3 years Corp – 2 years	To be completed on CIVICA requires this info – also see policy HS023
Electrical Visual Inspection	All premises	Annual	See policy HS023
IEE Fixed electrical wiring checks	All premises – will be done by a contractor	Every 5 years	To be completed on CIVICA
Fire			
Fire training for all staff	All premises	Annual	To be completed on CIVICA – also policy HS010
Staff trained to use fire extinguishers	All premises	Refresh every 3 years	To be completed on CIVICA – also see policy HS010
Daily fire safety checklist	All premises	Daily	See policy HS010 and Form F10
Weekly fire safety checklist	All premises	Weekly	See policy HS010 and Form F10
Weekly fire alarm tests (call points)	All premises	Weekly	See policy HS010 and Form F10
Monthly emergency lighting tests	All premises	Monthly	See policy HS010 and Form F10
Monthly fire extinguisher checklist	All premises	Monthly	See policy HS010 and Form F10
6 monthly record of emergency evacuation (fire drill)	All premises	Bi-annually/ Twice a year/ Every 6 months	See policy HS010 and Form F10 RAMIS also requires this info
Escape routes	All premises	Annual	See policy HS010 and Form F10 To be completed on CIVICA
Fire alarm system & detection: annual repair and maintenance	All premises – will be done by a contractor	Annual	To be completed on CIVICA
Emergency lighting: annual repair and maintenance	All premises – will be done by a contractor	Annual	To be completed on CIVICA

Fire extinguisher: annual repair and maintenance	All premises – will be done by a contractor	Annual	To be completed on CIVICA
Boiler: annual repair and maintenance	All premises – will be done by a contractor	Annual	To be completed on CIVICA
Arson policy	All premises	Risk based	See policy HS010 , Arson Policy and Arson Checklist
PEEP's	As required	Risk based	See policy HS010 , PEEP guidance 7 proforma
Hot works permit	As required	Risk based	See policy HS010 & hot works guidance
Fire Risk Assessment Annual review	All premises	Annual	To be completed on CIVICA
Asbestos			
Asbestos annual review (this also includes the annual visual check)	All premises (who have asbestos)	Annual	To be completed on CIVICA
Local asbestos management plan	All premises (who have asbestos)	Immediate	See policy HS021 and Form F21a
H&S induction for staff to premise including areas containing asbestos	All premises (who have asbestos)	Immediate	See policy HS021
Asbestos Awareness Training	All premises (who have asbestos)	On appointment and every two years	See policy HS021
Workplace			
Workplace Health, Safety and Welfare Checklist	All premises	Risk based	See policy HS020 and Form F20
Food Hygiene Training	All premises (who have to prepare and handle food)	Levels are based upon the standards dictated in the food safety policy	See Food Safety Policy
Lifts and Hoists			
Passenger Lifts and Hoists	All premises – will be done by a contractor	Six monthly	Records to kept locally

Goods Lifts	All premises – will be done by a contractor	annually	Records to be kept locally
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Risk assessments			
Premises related RA's Topics include: • Risk assessment (HS004/F04) • First aid (HS012/ F12) • COSHH (HS008/F08) • Manual Handling (HS026/ F26a/ F26b) • Housekeeping/ cleaning • Traffic management • Seasonal arrangements to include “autumn/winter/high winds/gales” (autumn inspecting blocked guttering/drains, winter snow & ice, High Winds inspecting trees, gates/fences/roofs) • Slips/ trips & falls (HS025) • Work related violence (HS011) • Critical incidents (HS038/ F38) • Handling Sharps (HS007/ F07) • Shared use/ partnership agreements (HS035) • Hire/ rental agreements (HS035) • Work at height (HS027) • Lone working (HS009/ F09) • Security • Managing contractors (HS032) • Environmental factors e.g. heating/ lighting etc. (HS020/ F20)	All premises	Annual	Schools: to be completed on EEC. The Burgundy Pack Programme for Risk Assessment document provides further detail on where these assessments can be found. Corporate: Please use B-Safe to complete all relevant risk assessments

APPENDIX 2 – HEALTH AND SAFETY ANNUAL CHECKLIST

The annual health and safety checklist helps to provide prompts to a school on completing the required annual checks, and to ensure that the school has appointed officers in place to meet its health and safety management arrangements. Please answer the questions and consider ways of improving your system.

1. Does the school have a written Health and Safety Policy?

- ☐ **No** - school must prepare a health and safety policy that reflects the model provided in the [Burgundy Pack](#) - Health and Safety: Roles, Responsibilities and Powers for Headteachers and Governing Bodies.
- ☐ **Partial Compliance** - the school have produced a document, however, you should ensure this reflects the model as detailed above.
- ☒ **Yes**

2. Is the Health and Safety Policy 'Statement of Intent' signed and dated by the Headteacher and Chair of Governors, along with a date set to review the policy?

- ☐ **No** - statement must be signed and dated by the Headteacher and chair of governors and reviewed regularly.
- ☐ **Partial Compliance** - statement either signed by the Headteacher and chair of governors or reviewed regularly.
- ☐ **Yes**

3. Does the Health and Safety Policy define the roles and responsibilities of individuals?

- ☐ **No** - roles and responsibilities need to be defined for individual.
- ☐ **Partial Compliance** - in part, some roles and responsibilities have been defined but further detail required.
- ☒ **Yes**

4. Has a governor been appointed with specific responsibility for health and safety?

- ☒ **No** - appointment of a governor to the role of 'Champion for health and safety' is strongly recommended.

☐ There is a named governor with health and safety responsibilities but without formal appointment - appointing a 'Champion' is strongly recommended.

☐ **Yes**

5. Does the Health and Safety Policy define the arrangements with respect to:
- Who the appointed persons are for health and safety e.g. head, Premises Manager, first aid, fire wardens, H&S Governor, EVC etc.?
 - Their roles and responsibilities,
 - Communication of the policy and other key health and safety documents e.g. risk assessments,
 - who will conduct and sign-off risk assessments,
 - means by which staff will be consulted over health and safety issues,
 - links to information, guidance, instruction,
 - staff training requirements
 - accidents, first aid and work-related ill health procedures,
 - monitoring (e.g. inspections, classroom, and site checks, portable electrics),
 - emergency procedures, fire and evacuation?

☐ **No** - all items listed should be defined within the arrangements of the policy.

☐ **Partial Compliance** - all items listed should be defined within the arrangements of the policy.

☒ **Yes**

6. Is a copy of the school Health and Safety Policy available to all staff to read and acknowledge?

☐ **No** - you must ensure that safety policies are brought to the attention of all staff by adopting a formal written procedure, e.g., by including it in the staff handbook or documented induction training.

☒ **Yes**

7. Is health and safety a standard item on all meetings from departmental to governors?

☐ **No** - you should ensure that it is a standard agenda item for consultation purposes.

☐ **Partial Compliance** - only on agenda when health and safety items arise. You should ensure that it is a standard agenda item for consultation purposes.

☒ **Yes**

8. Does the school have a safety management group/committee/team established with representatives from the Governing Body, Headteacher (or other member of SMT), senior staff and if possible the employment of a safety representative?

☐ **No** - you should consider the setting up of such a body with appropriate representation.

☒ **Yes**

9. Do Governors or key staff conduct periodic site and classroom checks to identify health and safety issues, communicated back to the Headteacher/Health and Safety Co-ordinator/Governor?

☐ **No**

☒ **Yes**

10. Do you have written arrangements in place stating who is responsible for carrying out, reporting findings, actioning and implementing risk assessments?

☐ **No**

☐ **Partial Compliance** – ad-hoc arrangements in place

☒ **Yes**

11. Does the school have a programme for implementing, reviewing, and updating risk assessments?

☐ **No** - risk assessments carried out on ad-hoc basis.

☐ **Partial Compliance** - partly in use and plans are in place to formalise.

☒ **Yes**

12. Have all the necessary risk assessments identified in the Programme for Risk Assessment - Areas of High Risk located in the 'Burgundy Pack' been carried out?

☐ No risk assessments carried out. The [Programme for Risk Assessment](#) located in the Burgundy Pack provides a list of essential risk assessments schools must have in place for its day-to-day operations.

☐ **Partial Compliance** - some risk assessments completed.

☒ **Partial Compliance** - most risk assessments carried out but not reviewed in the last 12 months.

☐ **Yes**

13. Have risk assessments been carried out in relation to manual handling?

☐

No - risk assessments must be made of ALL activities identified as having significant risk. The Manual Handling Corporate Policy HS026 contains a risk assessment that can be found on the Health and Safety website - [Please click here.](#)

☐ **Partial Compliance** - risk assessments must be made of ALL activities identified as having significant risk. There is a Corporate Policy for Manual Handling located on the Health and Safety Extranet - [Please click here.](#)

☒ **Yes**

14. Have risk assessments been carried out in relation to All Display Screen Equipment?

☐ **No** - assessments must be carried out on employees who use a workstation with display screen equipment for a significant time during the day. A [DSE1](#) form is available from the SCC Health & Safety Extranet for relevant staff to complete.

☐ **Partial Compliance** - assessments must be carried out on employees who use a workstation with display screen equipment for a significant time during the day. A [DSE1](#) form is available from the SCC Health & Safety Extranet for relevant staff to complete.

☒ **Yes**

15. Does the school have risk assessments or plans in place for individuals that are vulnerable, have medical or dietary needs?

☐ **No** – you must ensure you have risk assessments in place for persons with special medical or individual needs e.g. disabilities, new and expectant mothers, allergens etc

☒ **Yes**

16. Does the school have risk assessments in place for its off-site visits programme?

☐ **No** - you must ensure that you have all relevant risk assessments in place prior to an offsite or outdoor educational visit where you are responsible for the group or activity.

☐ We have a generic pool of risk assessments that covers a wide range of Category-A activities.

☐ We only risk assess our Category-B off-site visits and activities

☒ **Yes**

17. Does the school have an off-site visits policy in place, maintained by your trained External Visits Coordinator or other key officer?

☐ **No** – an Off-site visits policy template is available in the [Burgundy Pack](#) for schools

☒ **Yes**

18. Is there evidence to show that staff and relevant persons are informed of the findings of your risk assessments, where they are involved or regularly engage in defined activities?
- ☐ **No** - risk assessment findings must be shared with ALL staff and relevant persons
- ☐ **Partial Compliance** - risk assessment findings must be shared with ALL staff and relevant persons frequenting the site.
- ☒ **Yes**
19. Do you have procedures in place for uploading and investigating accidents, including significant incidents that must be recorded on EEC?
- ☐ **No** - review dates must be set for risk assessments, where relevant. These should be undertaken at least annually or more frequently depending on circumstances.
- ☒ **Yes**
20. Do you have evidence to show that all hazardous substances on or brought on to the premises have been assessed before use?
- ☐ **No** - hazardous substance brought onto site must be COSHH assessed prior to use. This can be done on-line using HSE website www.coshh-essentials.org.uk
- ☐ **No** - material hazard data sheets (MHDS) available on site, but no COSHH assessments carried out. Hazard substance brought onto site must be COSHH assessed prior to use. This can be done using the SCC [COSHH risk assessment F08](#)
- ☒ **Yes**
21. Are all site inspections (governors, site manager, etc.) up-to-date and the results documented?
- ☐ **No** - site inspections should be undertaken regularly and the results formally documented.
- ☒ **Yes**
22. Has everyone at the school completed the annual basic fire awareness training?

- ☐ **No** - Not all staff have completed the basic annual fire awareness training. Individuals with access to EEC can complete the training via the online fire training module either individually, or in a group with an attendance sheet to confirm who attended the training.
- ☐ **Partial Compliance** - Some, but not all staff have completed the basic fire awareness training.
- ☒ **Yes**

23. Have you completed a health and safety induction for all new staff?

- ☐ **No** - The school must complete the [Induction checklist](#) for new staff
- ☒ **Yes**

24. Our school has adequate first aid provision, including paediatric first aid (where we provide for 0-5)?

- ☐ **No** - The school must complete the [first aid needs assessment](#) to identify its first aid requirements
- ☒ **Yes**

25. Has an annual visual inspection of portable electrical appliances been completed?

- ☐ **No** - The school should complete an annual visual inspection of its portable electrical appliances by using the inventory generated from the last formal test to ensure that electrical goods are in good condition with no signs of damage, defect etc.
- ☒ **Yes**

Checklist completed by: _____

Date: _____

Headteacher: _____

H&S Governor: _____

Role	Name(s)	Date Trained
Premises Manager	Wendy Thompson	May 2024
External Visit Coordinator	Lucy Crowe	
First Aider(s)	All teaching staff & TA's	September 2024

Fire warden/marshal(s)	Office Staff	10/9/25 19/6/25
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