



Health and Safety Policy

Berkeley Primary School

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Author	Anna Cvijetic Jo Vincent



Part 1: INTRODUCTION

This document describes the organisation and arrangements for the School and should be read in conjunction with HSE Health and Safety Policies and Guidelines, as contained in the Health and Safety Manual, a copy of which is kept in the Business Manager's Office. This policy is designed to aid teaching and support staff, pupils, governors, parents, visitors, contractors and all those on site.

The promotion of the safety, health and welfare of staff and pupils is considered to be a mutual objective by the Governors and staff. It is therefore the school's policy so far as reasonably practicable, to take the necessary steps to ensure the safety, health and welfare of its staff, pupils, the public and visitors.

The aim of the document is to ensure that all reasonable practicable steps are taken:-

- To establish and maintain a safe and healthy environment throughout the school
- To establish and maintain safe working procedures among staff and pupils
- To make arrangements for ensuring safety and absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances
- To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own and others' safety and health at work, and to ensure that they have access to health and safety training when required
- To formulate effective procedures to be followed in the case of an accident
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises
- To provide and maintain adequate welfare facilities
- To make special arrangements to ensure the health and safety of any disabled person using the school site.

The Headteacher has overall responsibility for the application of the school's health and safety policy. However, staff within the school are responsible for implementing and maintaining compliance with the school's safety policy generally and particularly in the areas for which they are responsible.

The practice of self-monitoring has become a vital feature of health and safety on educational premises. It is the responsibility of all staff to be vigilant on health and safety matters at all times and the practice of monitoring is inherent in the management structure for health and safety.

Part 2: ROLES AND RESPONSIBILITIES

General

Part 1 of the Health and Safety at Work Act 1974 imposes various duties on employers in respect of health, safety and welfare at work. Certain provisions are particularly applicable to schools;

- General duties of employers to their employees under section 2
- General duties of employers to persons other than their employees under section 3, and
- General duties of persons concerned with premises to persons other than their employees under section 4.

The general duty of employers is to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. The duty in respect of those who are not employees is to ensure, so far as is reasonably practicable, that persons not in employment are not exposed to risks to their health and safety.



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The final duty under section 4 is to take such measures, as it is reasonable to take, to ensure, so far as it is reasonably practicable, that the premises, all means of access and exit and all substances are safe and without risk to health.

The Act also imposes duties on employees and other persons. Section 7 requires employees while at work, to take reasonable care for the health and safety of themselves and others and to co-operate in ensuring that their employer and others comply with the Act. Section 8 imposes a duty on everyone not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. It is a criminal offence to fail to discharge any of the above duties. Employers, employees and other persons can face unlimited fines.

In order that the law is observed and responsibilities to pupils and other visitors to the school are carried out **all** employees are expected;

- To know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied
- To observe standards of dress consistent with safety and/or hygiene
- To exercise good standards of housekeeping and cleanliness
- To know and apply the emergency procedures in respect of fire, emergency evacuation and first aid
- To use and not wilfully misuse, neglect or interfere with items provided for their own safety and/or the safety of others
- To co-operate with other employees in promoting improved safety measures in the school
- To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive
- To follow the **NO SMOKING** policy (cigarettes, pipes or vapes) and other relevant policies. There is no smoking on the school premises, both inside the school building and in the grounds or within the vicinity of the school gates.

All staff have the responsibility to co-operate with the Headteacher, Deputy Headteacher, Assistant Headteachers and Business Manager, to achieve a healthy and safe workplace and to take reasonable care of themselves and children. Whenever any member of staff notices a health and safety problem which they are not able to put right, they must straight away tell the appropriate person and record it in the caretaker's maintenance book.

The provisions of the Occupiers' Liability Act 1957, stipulate that the occupier of premises must take care to ensure that visitors will be reasonably safe in using the premises for the purposes for which they are invited or permitted to be there. Occupiers must be prepared for children to be less careful than adults, but can expect workers to guard against any special risks ordinarily incidental to their trade or profession (e.g. a decorator should know a safe way to fix his ladder, but should be warned that the wall to be decorated is dangerous).

The Occupiers' Liability Act 1984 deals with the occupiers' duty towards those who are not visitors (e.g. trespassers, those using a right of way, etc). The duty is to take such care as is reasonable to ensure injury is not suffered due to the danger concerned. The duty arises if (1) the danger exists or is suspected, (2) those who are not visitors might go near it and (3) the risk is one against which some protection might reasonably be expected (e.g. a conker tree with a dangerous branch). The duty is discharged by a warning (e.g. a sign) or taking steps to discourage risk taking. Governors have responsibilities under the Health and Safety at Work Act 1974 and the Occupiers' Liability Acts of 1957 and 1984, and could be called "employer", "person concerned with premises" and "occupier".



Governance

Under the Health and Safety at Work Act 1974, the school has overall responsibility for health and safety. As the employer, they must prepare a written health and safety policy.

Governing bodies are obliged to take all measures within their power to ensure that the school premises are safe and not hazardous to the health of staff, pupils, visitors or trespassers. In effect, the governing body and the Headteacher have total control and responsibility for the day to day health and safety of those persons using and occupying the school.

Governing bodies should ensure therefore that they have produced their own policy for the school. They should also make periodic inspections and review detailed reports from the Headteacher or the school's resources committee arising from their inspections. They should also ensure that the school's budget contains an element for health and safety.

Although the overall responsibility lies with the governing body, individual governors may be liable if they consent to, or connive at any breach of the regulations or if any breach is due to neglect by an individual governor. In practice, individual responsibility is discharged by ensuring that the governing body knows its duties, listens to advice, carries out inspections, follows up complaints, calls for reports and takes appropriate action, e.g. taking protective and preventative measures, or instituting repairs.

The Headteacher (or the deputy in their absence)

The Headteacher has day to day responsibility for health and safety in the school and in particular she should;

- Be the focal point for day to day references on safety and give advice or indicate sources of advice
- Co-ordinate the implementation of safety procedures in the school
- Maintain contact with outside agencies able to offer specialist advice
- Report all known hazards immediately to the governing body and to stop any practices or the use of any plant, tool, equipment, machinery, etc. which are dangerous or potentially so
- As appropriate take decisions about or make recommendations to the governing body for additions or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so
- Make or arrange for investigation of the premises, place of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazardous situations. A reporting book is kept in the staffroom on the KS1 site and staffroom on the KS2 site and is checked on a daily basis by the caretaker.
- Ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted on a regular basis and reviewed annually, or if a significant change has occurred that might render the assessment obsolescent. This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body.
- Review regularly
 - the provision of first aid in the school and emergency procedures and make recommendations for improvements as appropriate
 - the dissemination of safety information concerning the school
- Inform the governors regularly of the safety procedures of the school, and provide them with up to date reports on safety issues



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- Monitor the school's health and safety procedures and update them as new information is supplied by the HSE.

Class Teachers

The safety of pupils is the responsibility of class teachers, who have traditionally in law carried responsibility for the safety of pupils when in their charge. If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss this matter with the Headteacher, Deputy, Assistant Heads or Business Manager as appropriate, before allowing any practical work to take place.

Class teachers are expected;

- To exercise supervision of the pupils and to know the emergency procedures in respect of fire, bomb alert and who the designated first aiders are, and to carry them out
- To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied
- To give clear instruction and warning as often as necessary
- To follow safe working procedures
 - to ask for protective clothing, guards, special safe working procedures, etc where necessary
 - to make recommendations to the Head, Deputies, Assistant Heads or Business Manager as appropriate, e.g. on safe equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
 - to ensure safe storage or use of potentially harmful implements such as glue guns, craft tools, scissors, etc.
- To ensure that no class of primary age children are left for any reason except in an emergency and, even then, a colleague, the Headteacher or Deputy Headteacher should be made aware of the situation
- Report any health and safety issues/repairs needed in the Reporting Book which is kept in the staffroom KS1 site, staffroom KS2 site
- To ensure a particularly high level of supervision is exercised when children are assisting in the movement of equipment.

Other Specific Staff

In addition to the overall responsibility of the Head, the following have delegated responsibility in the areas shown;

	Area	Responsibility
All teachers	Own classroom/area	Day to day safety
Cooks	Kitchen and servery	Day to day safety
Caretaker	Boiler House, Oil Store, own office	Day to day safety
Lunchtime Supervisors	Activities at lunchtime	Day to day safety
All staff	Any breakout spaces	Day to day safety

Supervision of Pupils

Playtimes are legally deemed part of the working day. The procedure and rota of supervision will be designated on the staff notice board. Absence cover is shared with staff on the school shared drive and emailed to staff. The school's arrangement for the supervision of pupils during inclement weather is that the class teacher remains with their class and teaching assistants release them to enable teachers to have a toilet break.



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No children should be allowed to practise activities in high risk teaching areas unless personally supervised by a teacher qualified in that subject. Duty teachers are not expected to cover such activities.

Parents will be requested to ensure that children arrive at the school as near to the designated start time as possible. The Head or her nominated Deputy in her absence will be on duty until 3.30pm to deal with an emergency. Any emergencies during After school clubs will be dealt with by the club leader and an administrator is always on site to support. Any out of school events (i.e. plays or events in the evening) will have a nominated person to lead in the event of an emergency.

Children in the infants **must** be dropped off at their allocated school classroom collection point and collected from their classroom point by an adult (16 years old and over). Parents / carers make the decision if they feel their child in the juniors is responsible and safe enough to come to school and leave on their own. They should consider things like the length of journey home, road conditions, child's self-care, confidence and awareness. Where school has a concern about a junior child coming or walking home by themselves this will be discussed with the parent.

No child must be allowed out of the school during working hours unless there is a request from the parent or carer. The Headteacher must be notified and any letter making such a request should be seen and noted by the administrative staff. Children of primary age leaving during school hours must be collected. The adult must sign the child out on the Inventory system in the reception area and must be 16 years of age or over.

The Pupil

Pupils are expected;

- To exercise personal responsibility appropriate to their age and understanding, for the safety of themselves and their classmates
- To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, dress, jewellery and other items considered dangerous).
- To observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency
- To use and not wilfully misuse, neglect or interfere with things provided for their safety.

Visitors

Regular visitors and other users of the premises are required to observe the safety rules of the school. In particular, volunteers helping out in the school should be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned. All visitors are required to sign in and out at the school office and be issued a 'Visitor' badge.

Contractors

All contractors working at the school will be given the school's health and safety policies before they commence work. All contractors should report to the school office on arrival. Employees who are in charge of equipment that belongs to the school, must not lend it to contractors who are not Commercial Services employees. The contractor is expected to supply any/all equipment needed to complete safely, the work that they have undertaken to do. All contractors must read and sign the asbestos file so they know if there is risk in the area they are working. Where there is risk, they should seek advice before going ahead with work.



Community Use

Under the 1996 Education Act, the Headteacher and Governors recognise that community use of premises will be required. Such groups' attention will be drawn to the detail of this safety policy which they will be required to comply with so far as it affects their operation. Safety provisions over and above those contained in this safety policy may be appropriate for particular common use activities and each group will be responsible for producing their own safety procedures which compliment those in existence within the school.

Part 3: SCHOOL HEALTH AND SAFETY PROCEDURES

Accident Reporting Procedures

Where an accident or potentially dangerous situation occurs, it is essential that follow up action is taken to prevent possible recurrence of the situation with more drastic consequences. The action taken in the first instance should be to inform the Headteacher, Deputy Headteacher, Assistant Heads or Business Manager if deemed necessary. It is then the responsibility of this individual to follow the problem through to achieve effective preventative action. On occasions, a dangerous situation will be highlighted during a routine self-monitoring exercise. At other times, it may be that an incident where personal injury was narrowly avoided would be the catalyst for health and safety action.

Any incident involving personal injury will be followed up by the procedures already established by the school. If the incident involves a child during lesson time, it is the immediate duty of the supervising teacher to create a safe situation thereby obviating the potential for further injury. To this end, it is vital that the teacher in charge of the situation is aware of the health and safety requirements of that situation.

If the accident is of a minor nature, this will be dealt with as a first aid case following the procedures of this section. In serious or doubtful cases, an ambulance (999) should be called and an attempt made to contact the parent/emergency contact. A child must be accompanied to hospital by a parent or member of staff. If the latter applies, parents must be informed as soon as possible. Staff should be made aware that they should call an ambulance if in doubt about the seriousness of the injury to visitors, pupils, adults or staff.

The member of staff in charge of the situation at the time of the incident will obtain and fully complete the appropriate accident form from the main office. Whilst the form is straightforward enough to complete, staff should ensure that the information noted is accurate, factual and as informative as possible.

The location of the accident record book is in the school office. If accidents occur, an accident report must be completed in accordance with the HSE's requirements. The accident will be recorded by an administrative officer and a senior member of staff will be the investigating officer. In addition, the following forms must be completed as appropriate;

- **Accident Report Form** -This form is to be used to report all major accidents/incidents which do not require reporting to the Health and Safety Executive.
- **Reporting of injuries, Diseases and Dangerous Occurrences (RIDDOR) to the Health and Safety Executive.**

Relevant accidents/incidents involving employees at work and pupils and other people not at work are to be reported using the following guidelines;
Incidents relating to employees From 6th April 2012 injuries that lead to a worker being incapacitated (absent, or unable to do their normal work which he or she would reasonably be expected to do) for over seven consecutive days. This period of time starts the day after the accident, and includes



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weekends and rest days. The report must be made within **15 days** of the accident.

Incidents to pupils and other people who are not an employee - injuries of pupils and visitor who are involved in an accident at the school or on an activity organised by the school are only reportable under RIDDOR if:

- The accident results in the death of the person and arose out of or in connection with a work activity; or
- The accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital.

All incidents can be reported online via Topdesk, Health & Safety, Accident Reporting System but a telephone service remains for reporting fatal and major injuries only on 0845 300 9923. Further guidance on the above can be found on the HSE website at www.hse.gov.uk

Violent or abusive behaviour on the school premises

The school has a zero tolerance approach to conduct of this nature and expect all adults and pupils on our premises to show respect towards one another. Arrangements for addressing issues of violence and challenging behaviour will be in accordance with the school's policy and guidelines. All situations where members of staff are likely to encounter violence or challenging behaviour from children should be the subject of a properly conducted risk assessment and appropriate control measures on a positive handling plan. The Behaviour Policy outlines this in more depth, including the use of reasonable force in schools.

Measures are taken to try to ensure the safety of staff and children from other adults, including security measures laid out in this policy, and other policies including the home visiting policy. Anyone behaving in an aggressive, abusive or insulting manner will be asked to leave the school premises immediately. If they do not / will not leave, staff should:

- ensure they remove themselves to a safe space
- inform a member of the leadership team and call 999 for help
- ensure the safety of other people in the school (starting lock-down procedures if necessary)

Records of all incidents of violence and those involving verbal abuse and threats are kept and followed up appropriately. We follow the 'Controlling Access to School Premises' DFE guidance, sending warning letters about threatening behaviour and if needed would bar someone from the premises if we felt their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It is enough for a member of staff or a pupil to feel threatened.

First Aid

First aid in KS2 is dealt with in the school office; there is a first aid box in F1 and F2 and also in lobby areas in the infants. The names of first aid personnel are displayed on First Aid notices in the school and first aid resources are available. First Aid supplies are available to be taken by staff in charge of outside school trips and field courses as deemed appropriate, and medical bags are kept stocked and taken outside at all playtimes. Disposal gloves, aprons and face masks should be used in line with hygiene guidelines.

Any treatment given to pupils or an adult is entered on to CPOMs, noting name, date, injury sustained and treatment given. Lunchtime supervisors complete a slip which admin enter on to CPOMs. Carers are telephoned or informed at the end of the day for any more serious incidents. All head injuries must be reported to carers.



Administration of Medicines in the school will be undertaken following the guidelines in the 'Supporting Children with Medical Conditions (inc. First Aid)'. First aid arrangements will be in accordance with the DFE'S Guidelines and more detail is in this policy.

Fire

Fire drills and bomb alerts are held during the school year. It is in the nature of the drills that they occur without warning to staff or pupils. In the fire drill or emergency procedures, special consideration is given for the evacuation of staff/pupils/visitors who may be disabled. This achieves two objectives in that a degree of realism is present in the exercise and, equally, the results of the exercise can be assessed more accurately and measures taken to improve future performance.

Pupils are instructed in their first week at the school and at regular intervals thereafter as to the exact procedures to follow in the event of a drill or an emergency. This work is done during tutorial time when attention is also drawn to the fire drill/bomb alert notices displayed in each room in the school. At this time, the importance and seriousness of the fire drill/bomb alert is stressed to pupils. The possible consequences of vandalism and the deliberate activating of alarms are discussed with the pupils.

Responsibility for the administration of the fire drill/bomb alerts rests with the Headteacher. All members of staff participate in fire drills/ bomb alerts and report to the appointed person for the checking of pupils.

General Fire Safety

Proper housekeeping arrangements are in place to remove or minimise potential fire hazards and there is regular monitoring to prevent the accumulation of rubbish and ensure fire escape routes are maintained. Records of fire drills and tests are recorded in the Fire Safety Handbook.

Ensuring fire safety tests rests with the:	Headteacher
Escape routes:	All doors to be unlocked when the school in use
Fire doors:	Must never be fastened open Must never be obstructed
Fire alarms:	Drills will be once every term for all zones Sirens are tested from different call points weekly

In the event of a fire;

- The alarm can be sounded by breaking the glass of the alarm system.
- Pupils and staff will exit by the most convenient exit according to the situation of the fire and proceed to the designated location point.
- The source of the fire should be reported to the Head immediately at the assembly point. A staff member will be instructed to dial 999 and call the Fire Brigade.
- If no-one can account for whom has sounded the fire alarm (usually by breaking a call point), a member of staff will be instructed to dial 999 and call the Fire Brigade. No one should re-enter the building to check.
- If the alarm has been sounded and an adult can account for doing this accidentally, fire wardens will re-enter the building nearest the broken call point, check this and deactivate the alarm.
- If the fire appears to be a minor one, staff may attempt to deal with it using apparatus available, if trained to do so, and someone is aware they are doing so, but must never put themselves in danger. The fire service must still be called in case you are not able to extinguish the fire and it spreads. The priority is to evacuate the building.



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- In case of a bomb alert, all pupils and staff must vacate the building as in a fire alert. The emergency services must be informed and no-one should re-enter the building until it is declared safe.
- In the event that the building should not be re-entered for a long period, please follow the Contingency Plan.

COSHH – Control of Substances Hazardous to Health Regulations 1988

Under the above Regulations, all staff have a duty to prevent or control exposure of employees or pupils and visitors to the school to substances hazardous to health. These Regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, detergents, bleaches, fumes, micro-organisms, paints, dyes and solvents.

No new substances may be brought into school without a full COSHH assessment. This is a legal requirement. To comply with the COSHH Regulations, a full survey of the school is carried out to assess which products may be harmful. All hazardous materials will be purchased through recognised suppliers who provide hazard data sheets and/or appropriate labels with each substance purchased. A copy of any hazard sheet so obtained must be passed to the caretaker for filing with the COSHH assessments. It is the school's responsibility as purchaser to obtain any hazard sheet so these must be requested as part of any order. COSHH Assessments are kept in a file in the Cleaner's cupboards.

All hazardous materials will be kept in a locked cupboard. Stock should be checked on a regular basis and a list for disposal made of all substance no longer required. All hazardous substances and containers will be appropriately labelled and all lids, etc., will be kept in place whenever practicable.

All staff must make proper use of control measures and report any defects to the Headteacher. All COSHH assessments must be reviewed on a regular basis or whenever there is a change of circumstances concerning use.

Repair, Maintenance and Upkeep of Buildings

Where possible, prior to any commencement of work, designated routes for the movement of vehicles should be planned to reduce risks to other persons. Contractors will be required to report to the person in charge of the premises all accidents and injuries which occur on the premises.

Any teacher or child discovering a defect in the building should report the matter to the designated person. The designated person should take immediate steps to render the area safe or out of bounds and should contact the Clerk of Works, recording this.

In the event of dangers when work is in progress, the following procedure should be followed;

- The operator in charge of the building should take steps deemed necessary to exclude persons from the danger until such time as it is rectified.
- The contractor should be told what the person in charge has identified as dangerous and what has been done to ensure that persons are not endangered.
- In cases of less urgent nature, the person in charge of the building should discuss with the contractor's representative on site and, if possible, agree a solution.

The regulations governing the renewal of the school's Public Entertainment Licence ensures an annual check by the relevant bodies of electrical safety of earth leakage circuit breakers, emergency exit signs, fire alarms, etc. to meet current legislation.



Residual Current Devices are tested regularly and the results recorded. An approved contractor is appointed for routine inspections of plugs and cable for loose connections and faults, and for the maintenance of appliances, audio visual equipment, etc. Any defective equipment should be taken out of use immediately and the designated person informed.

Manual Handling Operations

Manual handling assessments for the handling of articles, persons and animals will be undertaken by the appropriate person and assessments are to be retained.

Personal Protective Equipment

The provision of personal protective equipment will be determined by the appropriate people.

Provision and Use of Work Equipment

Where applicable, any equipment provided for use at work will have a declaration of conformity and be CE marked or conform to relevant British Standards.

Display Screen Equipment

DSE users (employees) are entitled to contribution to eyesight testing costs in accordance with the policy of North Lincolnshire Council.

Sports Activities

Sports activities should be undertaken in accordance with guidelines laid down by the relevant body for each activity. Maintenance of PE equipment is undertaken on an annual basis by an approved contractor.

Infectious Diseases

The school's policy and hygiene guidelines will be adhered to and are available in the School Prospectus.

Working Alone / Home Visits

The school has responsibility for the health, safety and welfare of employees working alone or away from their work base, including home visits. The Lone Workers Policy and Home Visits Policy must be adhered to. Employees required to work alone or undertake home visits will receive appropriate training covering issues of particular relevance in such circumstances.

Part 4: CONCLUSION

The whole staff are committed to make these arrangements work. This will ensure, so far as is reasonable practicable, that working conditions are safe and without risks to health and safety so that the working life for everyone is accident free. This document is not a finite statement of policy. It will require regular consideration and revision where necessary. It cannot include all items necessary to achieve safe working conditions and due consideration must be given by all employees to the statutory requirements and internal arrangements which can, and will, help the achievement of a safe and healthy place to work. Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice/guidance issued by the HSE or Head in pursuance of the Safety Policy, should immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter, they should report the matter to the board of governors.



Part 5: ANNUAL UPDATE OF INFORMATION AND REVIEW OF HEALTH AND SAFETY DOCUMENT

The following information provides specific details relating to particular references in the text of the document.

Staff who are delegated to undertake specific health and safety functions which are the responsibility of the Headteacher (Deputies in their absence).	
Caretaker	Daily checks: - Security of all windows and doors - Checking school premises and grounds including safety of trees/outdoor furniture - Escape routes internal and external - Fire extinguishers / Fire Blankets - Pre – use checks of all machinery / equipment - Pre – use ladder and tower scaffold checks - Reporting book that is kept in the main entrance KS1, staffroom KS2 and take action as necessary Weekly checks: - Testing of fire alarm and call points - Record keeping of fire testing - Testing of water system - Maintaining COSHH file - Domestic detection (fire and carbon monoxide) - PE equipment Monthly checks: - Emergency lighting Three Monthly checks: - Fuse boxes
Business Manager	- Reviewing risk assessments as stated on risk assessment - Writing risk assessments - Ensuring the following checks are completed by a competent contractor Monthly: - Legionella controls Every 6 Months: - Fire alarm system & control panel - Emergency lighting - Automatic Doors Annually: - Fire extinguishers - Boiler servicing - PAT testing (electrical) - Play equipment - PE equipment - Intruder alarm - Trees - Local exhaust ventilation Other: - Hard wired electrical testing to be carried out every 5 years
First Aid Lead	Half Termly Checks: - First Aid Bags