

Barham Church of England Primary School



Health and Safety Policy

Approved by	Full Governing Body
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Policy owner	Headteacher

Our Christian Vision

At Barham Church of England Primary School we know, nurture and value everyone in our school. We celebrate everyone's unique character, gifts and talents. As a school family, we take care of ourselves, others and the world God has given us. We are rooted in our local community.

At the heart of our school is a memorable creative curriculum, where children are challenged and inspired to explore, create and learn through a range of enriching opportunities, including academic studies, sport and the arts, outdoor learning and play. Through this we learn and grow to be kind, confident and curious individuals.

Health and Safety Policy Statement

The headteacher and governors are committed to establishing and implementing arrangements that will:

- Ensure staff and pupils are safeguarded when on school premises or engaged in off-site activities, including educational visits and sporting events.
- Ensure the premises have safe access and egress for staff, pupils and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe plant, equipment and systems of work without risks to health.
- Ensure the safe use, handling, storage and transport of articles and substances.
- Provide suitable information, instruction, training and supervision to keep staff, pupils and visitors safe.
- Apply sensible and proportionate risk management so that pupils can learn, play, explore and take age-appropriate risks safely.
- Promote a positive health and safety culture consistent with the school values of being kind, confident and curious.

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1. Aims and principles

Barham Church of England Primary School aims to:

- provide and maintain a safe and healthy environment for pupils, staff, volunteers, contractors and visitors
- establish and maintain safe working procedures throughout the school and during off-site activities
- have robust procedures for foreseeable emergencies
- ensure premises, plant and equipment are maintained safely and inspected at appropriate intervals
- meet relevant legal duties and follow current national and Kent County Council guidance
- protect people who may be particularly vulnerable because of age, disability, medical needs, pregnancy or other individual circumstances
- support beneficial learning, physical activity, outdoor play and managed risk-taking through proportionate controls rather than unnecessary restriction
- consult staff and learn from accidents, near misses, concerns and changing circumstances

Health and safety is everyone's responsibility. The effectiveness of this policy depends on staff following agreed procedures, reporting hazards promptly and modelling safe practice for pupils.

2. Legal and guidance framework

This policy has been prepared with reference to current Department for Education (DfE), Health and Safety Executive (HSE), UK Health Security Agency (UKHSA) and Kent County Council guidance. It reflects the Early Years Foundation Stage statutory framework for group and school-based providers effective from 1 September 2026.

The main legislation includes:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The School Premises (England) Regulations 2012
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Electricity at Work Regulations 1989
- The Gas Safety (Installation and Use) Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992, as amended in 2022
- The Regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulations 2005
- The Control of Asbestos Regulations 2012
- The Construction (Design and Management) Regulations 2015, where building work is undertaken
- The statutory framework for the Early Years Foundation Stage, where applicable

This list is not exhaustive. The school will follow any additional or replacement legal requirements and authoritative guidance that apply to its activities.

Key guidance used in reviewing this policy:

- DfE: Health and safety responsibilities and duties for schools
- HSE: Incident reporting in schools
- HSE: RIDDOR
- DfE: First aid in schools, early years and further education
- DfE: Early Years Foundation Stage statutory framework
- UKHSA: Health protection in children and young people's settings

3. Roles and responsibilities

3.1 Kent County Council and the governing body

Kent County Council (KCC), as the employer for this voluntary controlled school, has the statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others affected by the school's activities.

KCC delegates the strategic management of health and safety at school level to the governing body and the day-to-day management to the headteacher.

- promote a strategic overview of health and safety and ensure it is considered in decision-making
- take reasonable measures to ensure the premises and equipment do not put staff, pupils or visitors at risk
- comply with directions and procedures issued by KCC as employer
- ensure adequate resources are available for necessary maintenance, training and risk controls
- monitor health and safety performance, including inspections, accident trends and outstanding actions
- approve this policy annually and review its effectiveness
- appoint a governor to oversee health and safety from a strategic perspective

3.2 Headteacher

The headteacher has day-to-day responsibility for staff, pupils, visitors and others as the person in control of the premises. The headteacher will ensure the overall implementation of this policy.

- review the policy annually, or earlier following significant change, new guidance or an incident
- ensure health and safety responsibilities are understood and reflected in relevant job descriptions and procedures
- include health and safety priorities in school improvement and budget planning where necessary
- arrange formal premises inspections at least three times each year and ensure remedial action is tracked
- ensure suitable and sufficient risk assessments are completed, recorded and reviewed
- deal promptly with concerns about unsafe premises, equipment or working practices
- liaise with KCC, property advisers, insurers and competent contractors about premises matters
- respond appropriately to requirements made by enforcing authorities
- ensure emergency, evacuation and lockdown arrangements are in place, communicated and tested proportionately
- ensure adequate first aid provision and current paediatric first aid cover for EYFS
- ensure the school has access to competent health and safety advice
- ensure adequate staffing and supervision arrangements for pupils and school activities
- report regularly to the governing body on health and safety matters
- delegate duties where appropriate while retaining overall accountability for implementation

In the headteacher's absence, the deputy headteacher assumes day-to-day responsibility, supported by the site manager and other designated staff.

3.3 Health and safety lead and competent advice

The headteacher is the school's nominated health and safety lead. The school obtains competent advice from KCC Health and Safety and other suitably qualified specialists where required. A task may be delegated only to a person who has the necessary skills, knowledge, training and experience.

3.4 Site manager

The site manager is responsible for day-to-day buildings and grounds checks and will:

- prioritise work with health and safety implications and report unresolved hazards immediately
- ensure work under their control is undertaken safely and relevant records are maintained
- complete daily visual checks of the building, grounds and play areas
- ensure cleaning staff understand safe working practices, COSHH, reporting and manual handling requirements
- test the fire alarm weekly and maintain the test log
- manage contractor induction, including access to the asbestos register and relevant site hazards
- support arrangements for larger building projects and ensure work areas are appropriately segregated
- complete or coordinate routine legionella, security, playground, plant and pool checks assigned to the role
- ensure plant rooms, stores and service areas remain secure, accessible to authorised persons only and free from unsafe storage

3.5 Staff

All staff must read and cooperate with this policy. They will:

- take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions
- cooperate with the employer and school on health and safety matters
- follow training, instructions, risk assessments and agreed safe systems of work
- not intentionally or recklessly interfere with anything provided for health, safety or welfare
- report hazards, defects, accidents, near misses and unsafe practices promptly to the headteacher or site manager
- stop an activity and seek advice where there is a serious or immediate danger
- understand and be able to implement emergency procedures
- model safe and hygienic practice and provide appropriate supervision for pupils

3.6 Pupils and parents/carers

Pupils and parents/carers are expected to follow reasonable health and safety instructions on and off site, share relevant medical or safety information with the school, and report hazards, accidents or concerns to a member of staff.

3.7 Contractors and visitors

Contractors must agree safe working arrangements before work begins and provide suitable evidence of competence, insurance, risk assessments and method statements where required. They must comply with safeguarding, security, asbestos and emergency arrangements. Visitors must follow staff instructions and remain within authorised areas.

3.8 Trade union safety representatives

Recognised trade union safety representatives may represent employees, inspect the workplace, investigate accidents or complaints and raise findings with the headteacher in accordance with their statutory functions. The school will consult them where applicable.

4. Consultation, information and training

The school will consult employees on matters that may substantially affect their health and safety. Consultation may take place through staff meetings, direct discussion, surveys, working groups and recognised safety representatives.

Health and safety concerns and updates will be included regularly in staff communications and meeting agendas. Staff may raise a concern at any time with the headteacher, deputy headteacher, site manager or their representative.

- The Health and Safety Law poster is displayed on the staffroom noticeboard.
- All staff receive health and safety information as part of induction.
- Temporary staff, volunteers, students, trainees and young workers receive information and supervision appropriate to their role.
- Training needs are identified through risk assessment, appraisal, inspection, incident review and changes to duties.
- Training records are retained and kept available for audit.
- Staff must identify any further training or support they need and raise this with their line manager.

Role-specific training may include first aid and paediatric first aid, fire safety, educational visits, pool operation and rescue, food hygiene and allergies, COSHH, asbestos awareness, legionella controls, work at height, manual handling, display screen equipment, violence and aggression, and use of specialist equipment.

5. Risk assessment and school activities

The headteacher will ensure risk assessments are completed for the premises, work activities, curriculum activities and people who may be affected.

- identify hazards, who may be harmed and the existing control measures
- record significant findings in a clear and proportionate way
- identify further actions, responsible persons and timescales
- share relevant findings with staff, contractors, visitors and others who need to know
- check that controls are implemented and remain effective

- review assessments at least annually where the school has set an annual cycle, and sooner after an accident, near miss, significant change, new guidance or concern
- consider individual needs, including SEND, disability, medical conditions, pregnancy and temporary injury

Risk assessments are living documents. Dynamic assessment by staff during an activity may supplement, but does not replace, planned controls. Staff may stop or adapt an activity where conditions have changed.

For play, sport, Forest School, OPAL and other enrichment, the school will use a balanced risk-benefit approach. Controls should reduce the likelihood of serious harm while preserving appropriate challenge, exploration, independence and enjoyment.

6. Site security, visitors and emergency arrangements

6.1 Site security

The headteacher and site manager are responsible for school security during the day and for ensuring suitable arrangements are in place outside school hours. Named key holders respond to alarms and emergencies in line with the school's call-out arrangements.

- External doors, gates, fencing, alarms, lighting and access controls are checked and defects reported.
- Pupils are supervised at arrival, departure and other identified transition points.
- Staff must not compromise security arrangements by propping open controlled doors or sharing access information inappropriately.
- Any unknown or unauthorised person on site must be challenged safely or reported immediately.

6.2 Visitors

- Clear signs direct visitors to reception. Visitors sign in and out and wear identification as required.
- Visitors receive appropriate information about safeguarding, fire, evacuation, lockdown and other relevant hazards.
- Visitors are supervised or restricted according to the purpose of their visit and their safeguarding status.
- Deliveries and service visits are managed to minimise risk to pupils and avoid unsafe vehicle movements.

6.3 Emergency and security incidents

The school maintains an emergency or critical incident plan covering foreseeable events such as fire, loss of utilities, severe weather, intruders, lockdown, bomb threats or suspicious packages, serious injury and site evacuation. Detailed procedures are kept separately so they can be updated without republishing this policy.

Emergency procedures will be communicated to staff, tested or rehearsed proportionately and reviewed after exercises or incidents. The headteacher will coordinate with emergency services, KCC and other agencies as required.

7. Fire safety

- A suitable and sufficient fire risk assessment is maintained, with actions completed and the assessment reviewed regularly and after significant change.
- Emergency exits, escape routes, assembly arrangements and instructions are clearly identified and kept unobstructed.
- Evacuation drills are carried out at least once each term and records are retained.
- The fire alarm is tested weekly by the site manager and serviced by a competent contractor at appropriate intervals.
- Fire extinguishers, fire blankets, emergency lighting, fire doors, signage and detection systems are inspected and maintained.
- New staff receive fire safety information and all staff and pupils are informed of changes to arrangements.
- Personal emergency evacuation plans (PEEPs) or other individual arrangements are prepared for anyone who may need assistance.
- Visitors and contractors are made aware of the action to take and the assembly arrangements.

On discovering a fire, the alarm must be raised and evacuation must begin immediately. Staff should only use firefighting equipment if they have been trained, have a clear escape route and can do so without placing themselves or others at risk. The priority is always to evacuate and call the emergency services.

No person may re-enter the building until the emergency services or the person in charge confirms that it is safe.

8. First aid, accidents, near misses and RIDDOR

8.1 First aid arrangements

- A first aid needs assessment determines the number and type of trained first aiders, equipment and facilities required.
- Appropriate first aid boxes are accessible, clearly located, checked and replenished.
- There is at least one person with a current full paediatric first aid certificate on the premises and available at all times when EYFS children are present, and a paediatric first aider accompanies EYFS outings.
- Medical information, medicines and emergency care plans are managed in accordance with the Supporting Pupils with Medical Conditions and Allergy policies.
- Parents/carers are informed of accidents, injuries and first aid treatment in accordance with the First Aid Policy. For EYFS children this will be on the same day or as soon as reasonably practicable.

8.2 Recording, investigation and review

Accidents, injuries, first aid treatment and relevant near misses will be recorded promptly using the school's approved system and KCC procedures. Records will contain sufficient detail to support follow-up, safeguarding, insurance and legal requirements.

Serious incidents, repeated events and significant near misses will be investigated by the headteacher or delegated competent person. Findings, trends and actions will be reported to the governing body where appropriate and used to prevent recurrence.

Records will be retained securely in accordance with the KCC records retention schedule, data protection requirements and insurer instructions.

8.3 RIDDOR

The school will follow KCC procedures to ensure that any reportable work-related death, specified injury, over-seven-day employee injury, occupational disease, dangerous occurrence or qualifying injury to a pupil or visitor is notified to the Health and Safety Executive by the responsible person.

An injury to a pupil or visitor is not reportable merely because first aid was given or the person attended hospital. It is reportable where the injury arose out of or in connection with a work activity and the person was taken directly from the scene to hospital for treatment, or where another RIDDOR category applies.

For most reportable incidents the enforcing authority must be notified without delay and the report received within 10 days. Over-seven-day employee injuries must be reported within 15 days. Advice will be sought from KCC Health and Safety whenever there is doubt.

8.4 Serious incidents involving children

The school will notify the relevant local safeguarding or child protection agencies of any serious accident or injury to, or death of, a child while in its care and will act on advice received.

Where any school provision is separately registered with Ofsted, the registered provider will make all notifications required by its registration and the current EYFS or Childcare Register requirements, including relevant serious incidents and food poisoning affecting two or more children within the required timescale.

9. Premises, substances and equipment

9.1 Premises inspection and maintenance

- Formal inspections of the premises, grounds, plant and equipment take place at least three times a year.
- Daily and routine checks are completed by staff with local responsibility, including classrooms, play areas, routes, gates and service areas.
- Defects are recorded, prioritised and included in a maintenance or improvement programme.
- Areas that present a serious or immediate risk are isolated or taken out of use until made safe.
- The school complies with the Workplace (Health, Safety and Welfare) Regulations 1992 and the School Premises (England) Regulations 2012.
- Tree, playground, glazing, lifting equipment, electrical, gas, fire and other specialist inspections are arranged at appropriate intervals by competent persons.

9.2 COSHH and hazardous substances

- Hazardous substances are identified and assessed before use under COSHH.

- COSHH assessments are completed by a competent person and made available to employees who may be exposed.
- Products are used in accordance with the assessment, label and safety data sheet.
- Hazardous substances are kept in their original, clearly labelled containers and stored securely away from pupils.
- Suitable personal protective equipment, ventilation, spill procedures and disposal arrangements are provided where required.
- New products are not purchased or brought onto site until their safe use and storage have been considered.
- Assessments are reviewed when products, activities or guidance change and at planned intervals.

9.3 Gas safety

- Gas installation, maintenance and repair work is carried out only by a suitably qualified Gas Safe registered engineer.
- Gas appliances, flues and pipework are maintained and inspected at required intervals.
- Rooms containing gas appliances have adequate ventilation and any suspected leak is treated as an emergency.

9.4 Asbestos management

The school will follow the KCC asbestos management arrangements and the Control of Asbestos Regulations 2012.

- An up-to-date asbestos register and management plan are kept readily available at reception.
- Staff with premises responsibilities receive appropriate asbestos awareness information.
- Contractors check and sign the asbestos information before intrusive work begins.
- No work that could disturb the fabric of the building begins until the asbestos information has been checked and any required survey or control arranged.
- If suspected asbestos is damaged or discovered, work stops immediately, the area is secured and competent advice is obtained.
- The condition of known asbestos-containing materials and the management plan are reviewed at planned intervals and after relevant change or work.

9.5 Legionella and water hygiene

A suitable water hygiene risk assessment and written control scheme are maintained. The school completes and records the monitoring, flushing, temperature checks, cleaning and descaling identified by the assessment. The assessment and controls are reviewed regularly and whenever there is a significant change to the water system, building use or evidence that controls are not effective. Remedial work is prioritised and tracked.

9.6 Equipment and electrical safety

- Equipment is suitable for its intended use, stored safely and maintained in accordance with the manufacturer's instructions and risk assessment.
- New equipment is checked before use and only competent persons carry out installation, maintenance or repair.
- Staff visually check electrical equipment before use and remove defective items from service.
- Portable electrical equipment is inspected and tested at intervals determined by risk; there is no assumption that every item requires annual PAT testing.
- Fixed electrical installations are inspected and tested by a competent person at statutory or recommended intervals.
- Pupils and volunteers use electrical equipment only under suitable supervision.

9.7 PE equipment and display screen equipment

- PE equipment is visually checked before use, set up safely and subject to formal inspection by a competent person at appropriate intervals.
- Pupils are taught how to move and use equipment safely under staff supervision.
- Staff who habitually use display screen equipment as a significant part of their work receive a DSE assessment and information on safe workstation use.
- Identified DSE users may request an eyesight test and any corrective appliance required solely for DSE use will be dealt with in accordance with the regulations.

10. Safe working practices

10.1 Lone working

Lone working includes working outside normal hours, site or cleaning duties, working in an isolated area, home visits and some remote work. Lone working will be avoided where the risk cannot be adequately controlled.

- A suitable risk assessment and communication or check-in arrangement must be in place.
- A colleague or other responsible person must know the worker's location and expected finish or return time.
- High-risk activities, including work where a fall, entrapment, violence, electrical danger or hazardous substance exposure could occur, must not be undertaken alone.
- The lone worker must be medically fit for the task and have access to emergency assistance.

10.2 Working at height

Work at height will be avoided where reasonably practicable. Where it is necessary, it will be planned, risk assessed, supervised and undertaken by competent people using suitable equipment.

- Ladders and stepladders are stored securely, inspected before use and subject to recorded checks.
- Pupils must not use ladders.
- Staff must not stand on chairs, tables or unsuitable furniture to gain height.
- Roof access and other high-risk work is restricted to trained, authorised persons or contractors.
- Contractors are expected to provide and inspect their own suitable access equipment.

10.3 Manual handling

Manual handling tasks with a foreseeable risk of injury will be avoided, mechanised or risk assessed. Staff must not attempt a lift or move that they believe may cause injury or aggravate a condition.

- Assess the load, route, destination and individual capability before moving an item or assisting a person.
- Use a trolley, lifting aid or team lift where appropriate.
- Keep the load close, adopt a stable position, bend the knees and avoid twisting or sudden movement.
- Only trained staff use specialist moving and handling equipment or techniques for pupils.

10.4 Violence, aggression and personal safety

The school will not tolerate violent, abusive, intimidating or threatening behaviour towards staff, pupils or visitors. Risks from known behaviour, home visits, meetings or lone contact will be assessed and appropriate controls put in place.

All incidents and significant near misses must be reported promptly. The headteacher will consider support for those affected, safeguarding action, police involvement, risk controls, communication restrictions or other appropriate measures.

11. Visits, outdoor learning and swimming

11.1 Off-site visits

- Off-site visits follow the school's Educational Visits Policy, KCC procedures and current national guidance.
- A proportionate risk assessment and approval process is completed where required.
- Visits are adequately staffed and supervised, with clear leadership and emergency arrangements.
- Staff take appropriate first aid provision, emergency contact details, medical information, medicines and a school communication device.
- At least one suitably qualified first aider accompanies visits; a current paediatric first aider accompanies EYFS outings.
- Transport, providers, venues and higher-risk activities are checked and approved as required.

11.2 Outdoor play, OPAL and Forest School

Outdoor play and learning are central to the school's curriculum and wellbeing provision. The school uses risk-benefit assessments, routine site checks, clear boundaries, staff supervision and pupil education to support safe challenge and managed risk-taking.

Specific arrangements cover weather, clothing, tools, fires, climbing, loose parts, water, mud, plants, animals, first aid and emergency communication. Activities are adapted or stopped when conditions fall outside the agreed controls.

11.3 School swimming pool

The school swimming pool is operated under current Pool Safety Operating Procedures, comprising a Normal Operating Procedure and Emergency Action Plan. These are reviewed separately and take precedence for pool-specific detail.

- The pool opens only when water quality, plant, rescue equipment, access, supervision and environmental checks are satisfactory.
- Water treatment and plant are managed by trained pool plant operators and recorded in the pool log.
- Plant and chemical areas are secure and accessible only to authorised, trained persons.
- Teaching, lifeguarding, supervision ratios, rescue competence and first aid provision are appropriate to the activity and users.
- Emergency procedures are practised and incidents are recorded, investigated and reported in accordance with this policy.

12. Lettings, clubs and wraparound provision

This policy applies to school-run breakfast and after-school provision, including Kingfisher Club, extracurricular clubs, school events and other extended services. The person leading the provision must ensure suitable staffing, first aid, medical information, security, food safety, emergency and risk assessment arrangements are in place.

People hiring school premises will be given relevant health and safety, safeguarding, fire and emergency information. Hirers are responsible for the safe conduct of their activity, supervision of participants, compliance with the letting agreement and provision of any activity-specific risk assessments, insurance and qualifications. The school retains responsibility for matters within its control as premises controller and may stop any activity or use that is unsafe or breaches the agreement.

13. Health, hygiene and welfare

13.1 Smoking and vaping

Smoking and vaping, including e-cigarettes, are not permitted anywhere on the school premises, grounds or in school vehicles. Staff must not smoke or vape while supervising pupils or while identifiable as acting on behalf of the school.

13.2 Infection prevention and control

The school follows current UKHSA guidance when responding to infectious diseases and outbreaks. It will use the current public health exclusion guidance rather than reproducing a fixed table in this policy.

- Encourage effective handwashing and respiratory hygiene.
- Clean rooms, surfaces, toys and equipment at frequencies appropriate to use and risk.
- Use suitable personal protective equipment and approved procedures for blood, vomit, faeces and other body fluid spillages.
- Segregate and dispose of waste safely, including clinical waste where applicable.
- Maintain adequate ventilation and take proportionate additional measures during outbreaks.
- Inform parents/carers and seek advice from the local health protection team where required.
- Protect pupils and staff who are especially vulnerable to infection through individual advice and risk assessment.
- Apply safe arrangements for animals, including handwashing and keeping animal areas away from food preparation.

13.3 Food safety, allergies and safer eating

- The school obtains and keeps up-to-date information about pupils' dietary needs, allergies, intolerances and relevant health requirements.
- Individual allergy or medical action plans are developed with parents/carers and health professionals where required and shared with relevant staff.
- Food is prepared, handled, stored and served by competent staff in accordance with food hygiene requirements and the school Allergy Policy.
- At meal and snack times, staff are clear about who checks that each child receives suitable food and drink.
- EYFS children are adequately supervised while eating, with staff positioned so that they can respond promptly to choking or allergic reactions.

- Choking incidents and significant near misses are recorded and reviewed for trends and preventative action.

13.4 Animals and banned dog breeds

Any animal brought onto the site must be authorised and risk assessed, with arrangements for supervision, hygiene, allergies and welfare. Banned dog breeds within section 1 of the Dangerous Dogs Act 1991, including the XL Bully type, are not permitted on the school premises.

13.5 New and expectant mothers

When an employee notifies the school in writing that they are pregnant, have given birth within the previous six months or are breastfeeding, an individual risk assessment will be completed and reviewed as circumstances change. Controls may address infection exposure, manual handling, fatigue, workstations, stress, hazardous substances and access to rest facilities.

13.6 Occupational stress and staff wellbeing

The school recognises its duty to assess and manage risks from work-related stress. It will promote reasonable workloads, supportive line management, consultation and early action where concerns arise. Individual stress risk assessments and occupational health support will be considered where appropriate.

14. Monitoring and review

- The headteacher monitors working conditions and safe practice through visits, checks, inspections, risk assessment review and discussion with staff.
- Formal building and grounds inspections take place at least three times each year, with governor involvement where appropriate.
- Accident, near-miss, first aid, sickness absence, training and maintenance information is reviewed for patterns and outstanding actions.
- The governing body receives regular health and safety reports and seeks assurance that identified actions are completed.
- The effectiveness of controls is reviewed after incidents, exercises, complaints, enforcement contact or significant change.
- This policy is reviewed annually by the headteacher and approved by the Full Governing Body, or sooner if legislation, guidance or school circumstances change.

The policy may be updated between scheduled reviews to reflect urgent changes. Material changes will be communicated to staff and governors.

15. Links with other policies, plans and records

This policy should be read alongside current school and KCC documents, including:

- First Aid Policy and first aid needs assessment
- Risk Assessment Policy and risk assessment register
- Supporting Pupils with Medical Conditions Policy
- Allergy Policy and individual healthcare/allergy action plans
- Safeguarding and Child Protection Policy
- Emergency or Critical Incident Plan, including lockdown arrangements
- Fire risk assessment, evacuation plan and PEEPs
- Educational Visits Policy and visit documentation
- Pool Safety Operating Procedures, including the NOP and EAP
- OPAL, Forest School and outdoor learning risk-benefit assessments
- COSHH assessments and hazardous substances register
- Asbestos register and management plan
- Legionella risk assessment, written control scheme and water log
- Premises inspection and maintenance records
- Lettings Policy and hire agreements
- Lone Working and Working at Height arrangements
- Behaviour Policy, Use of Reasonable Force Policy and staff personal safety arrangements
- Staff Wellbeing Policy and occupational health procedures
- Accessibility Plan and evacuation arrangements

- Infection control and cleaning procedures

Appendix 1: Local health and safety responsibilities

Complete or confirm the bracketed entries before final approval. All entries in this appendix are new or revised for governor review.

Responsibility	Named person / arrangement
Employer	Kent County Council
Governing body	Barham Church of England Primary School Full Governing Body
Headteacher and health and safety lead	Mrs Jo Duhig
Deputy in the headteacher's absence	Mrs Michelle Anderson
Health and safety governor	Mr Tim Hopthrow
Site manager	Mr Stewart Rayner
Competent health and safety advice	KCC Health and Safety and commissioned competent specialists
School Business Manager / accident administration	Mrs Bridget King
Educational Visits Coordinator	Mrs Claire Taylor
First aid lead	Mrs Sara Collins
Fire alarm weekly test and site log	Mr Stewart Rayner
Asbestos and legionella local checks	Mr Stewart Rayner, under the Headteacher's oversight
Pool plant operators	Mr Stewart Rayner, Miss Jodie Warren
Key holders and call-out list	Maintained separately in the school emergency plan

Appendix 2: Fire safety checklist

This checklist supports, but does not replace, the fire risk assessment and statutory testing and maintenance records.

Issue to check	Yes/No	Action / date
Are fire action notices displayed and current?		
Are fire exits, routes and final exit doors clearly marked, unobstructed and easy to open?		
Are fire doors in good condition and closing correctly?		
Is fire-fighting equipment in place, unobstructed, labelled and within service date?		
Are fire blankets available where required?		
Are flammable materials stored safely away from ignition sources?		
Can the fire alarm be heard in all occupied areas?		
Are weekly alarm tests and termly drills recorded?		
Are emergency lighting, alarms and extinguishers serviced at the required intervals?		
Do all staff understand the evacuation procedure and their responsibilities?		
Are PEEPs or individual evacuation arrangements current?		
Are visitor, contractor and letting arrangements adequate?		

End of policy