



Barrow CEVC Primary School

Inspire, Create, Discover, Together



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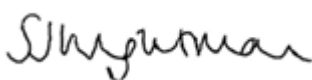
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Health and Safety Policy

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Reviewed by:	Mark Grovesmith
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Appendix A

Martyn's Law (Terrorism (Protection of Premises) Act 2025)

Security Preparedness and Readiness Checklist

Part 1 – Statement of Intent

Barrow CEVC Primary School is committed to securing, so far as is reasonably practicable, the health, safety and welfare of employees, pupils, volunteers, contractors, visitors and all others who may be affected by the school's activities.

The school recognises that effective health and safety management is an essential part of good leadership and good school management. The school will adopt a sensible and proportionate approach that focuses on real risks, establishes clear responsibilities, maintains suitable control measures, and keeps arrangements under review.

The school will:

- provide and maintain a safe working and learning environment;
- assess significant risks and implement suitable control measures;
- provide information, instruction, supervision and training appropriate to roles and risks;
- consult with staff on health and safety matters;
- maintain safe premises, plant, equipment and systems of work;
- monitor health and safety performance through inspection, review and follow-up action;
- co-operate with Suffolk County Council, competent advisers and other duty holders where required; and
- ensure that premises works and projects are managed in accordance with Suffolk procedures and relevant legislation, including landlord approval processes and CDM duties where applicable.

This policy should be read alongside the school's supporting procedures, risk assessments and other relevant policies, including fire safety, critical incidents, educational visits, safeguarding, asbestos management, water hygiene and site security. The school will also maintain proportionate arrangements for protective security and preparedness, including lockdown, invacuation, evacuation and critical incident response procedures, which will be reviewed in line with current government guidance and the Terrorism (Protection of Premises) Act 2025 where applicable.

Signed:	Chair of Governors
Signed:	Headteacher

Date: _____

Part 2 – Organisation and Responsibilities

2.1 General approach

The school recognises that health and safety responsibilities sit at different levels. Strategic oversight sits with governors, operational management sits with school leaders, and all staff have duties to work safely and report concerns.

2.2 Governing Body

The Governing Body will:

- provide strategic oversight of health and safety arrangements within the school;
- ensure this policy is reviewed at least annually and updated when required;
- support the Headteacher in ensuring appropriate resources are directed to significant health and safety priorities;
- receive reports on accidents, incidents, inspections, audits, compliance matters and key risks;
- monitor whether agreed actions are being completed in a timely way;
- ensure health and safety is considered as part of school leadership, premises planning and major change; and
- seek assurance that the school is following Suffolk and employer arrangements where applicable.

2.3 Headteacher

The Headteacher has day-to-day responsibility for implementing this policy and managing health and safety within the school.

The Headteacher will:

- ensure local arrangements are in place and operate effectively;
- ensure suitable and sufficient risk assessments are completed, communicated, reviewed and acted upon;
- ensure staff receive appropriate induction, instruction, information and training;
- ensure termly inspections, statutory checks and other monitoring activities are completed;
- ensure accidents, incidents and near misses are reported, investigated where appropriate, and acted upon;
- ensure serious incidents are escalated appropriately and that statutory reporting is considered where required;
- ensure competent contractors are appointed and monitored;

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- ensure premises defects and compliance issues are prioritised, recorded and escalated where necessary;
- ensure landlord approval procedures and construction/project duties are followed when relevant; and
- seek competent advice where issues fall outside in-house knowledge or authority.

2.4 Health and Safety Co-ordinator

The Health and Safety Co-ordinator is: Mark Grovesmith

The Health and Safety Co-ordinator will support the Headteacher by:

- promoting health and safety awareness across the school;
- maintaining key health and safety records, logs and documentation;
- supporting completion and review of risk assessments;
- arranging or co-ordinating termly inspections and following up actions;
- monitoring the completion of statutory inspections and record keeping;
- supporting induction of new staff and maintaining training records;
- assisting with accident and incident reporting and investigation;
- monitoring contractors on site and ensuring relevant site information is communicated;
- helping ensure emergency procedures, drills and site arrangements remain effective; and
- liaising with the Headteacher, governors and competent advisers as required.

2.5 Premises Responsible Person / Site Management Arrangements

The school will identify the member of staff with operational premises responsibility and ensure that this person is aware of the school's arrangements for site safety, defects, statutory checks, contractors, asbestos awareness, water hygiene, fire precautions and premises escalation routes in line with Suffolk arrangements.

2.6 Staff responsibilities

All staff must:

- take reasonable care of their own health and safety and that of others;
- follow this policy, school procedures, training and risk assessments;
- use equipment only for its intended purpose and in accordance with instruction;
- report hazards, defects, accidents, incidents, near misses and concerns promptly;
- co-operate with management on health and safety matters;

- not intentionally interfere with or misuse anything provided for health, safety or welfare; and
- stop work and seek advice where they believe there is serious or immediate danger.

2.7 Volunteers, visitors and contractors

Volunteers, visitors and contractors are expected to follow school instructions, site rules, emergency procedures and any specific control measures applicable to their activity or area of work.

2.8 Health and Safety Committee / Governor oversight

The school will maintain suitable arrangements for health and safety discussion, review and challenge through governor oversight and leadership meetings. Health and safety will be considered regularly through inspection findings, accident trends, premises issues, compliance reports and action planning.

Part 3 – Arrangements

3.1 Risk assessment

The school will ensure that suitable and sufficient risk assessments are completed for significant risks arising from school activities, premises, work tasks and events. Risk assessments will be recorded where appropriate, shared with relevant staff, reviewed periodically, and updated following significant change, incidents or emerging concerns.

3.2 Accident, incident, near miss and dangerous occurrence reporting

All accidents, incidents and near misses must be reported promptly in accordance with school procedures.

The school will:

- ensure first aid is provided where required;
- record accidents and injuries in the appropriate local record system;
- ensure staff report incidents, near misses and dangerous occurrences to the Headteacher or delegated lead without delay;
- investigate significant events proportionately to identify causes and prevent recurrence;
- consider whether an incident meets the threshold for reporting under RIDDOR; and
- submit statutory reports where required.

Serious accidents, significant trends, and high-risk incidents will be reported to governors through the school's monitoring arrangements.

3.3 First aid

The school will provide adequate and appropriate first-aid arrangements, taking account of the size of the school, the needs of pupils and staff, the nature of activities undertaken, and off-site provision where required.

The school will maintain:

- named first aiders and appointed persons;
- appropriately stocked first aid kits in identified locations;
- arrangements for educational visits and off-site activities; and
- systems for recording first aid treatment and referring concerns where needed.

Emergency services will be called without delay where required.

First aid box / kit locations: Each Class has a First Aid Kit.

There are currently 21 first aiders and 9 Pediatric first aiders trained at the school.

3.4 Good housekeeping

The school will maintain good standards of housekeeping in order to reduce avoidable risk.

Corridors, stairs, fire exits, circulation routes, plant areas and workspaces must be kept clear, clean and in good order. Spillages, trip hazards, defects and obstructions must be dealt with promptly.

3.5 Slips, trips and falls

The school will manage slipping and tripping risks through inspection, housekeeping, maintenance, suitable cleaning arrangements, seasonal precautions and prompt response to hazards.

3.6 Electrical safety

The school will maintain electrical systems and equipment in a safe condition. Only competent persons may install, inspect, repair or alter electrical equipment or fixed installations.

Portable appliances and fixed electrical systems will be subject to a suitable inspection, testing and maintenance regime based on risk and school arrangements.

Faulty equipment must be removed from use immediately and clearly identified so that it cannot be used until repaired or replaced.

3.7 Hazardous substances / COSHH

The school will assess and control risks from hazardous substances under COSHH where applicable.

No new hazardous substance will be used unless appropriate consideration has been given to:

- whether it is necessary;
- safer alternatives;
- storage and security;
- safe use arrangements;
- required PPE;
- disposal arrangements; and
- current safety data information and any required COSHH assessment.

Only authorised staff may use such substances, and they must follow the relevant controls.

3.8 Manual handling

The school will avoid hazardous manual handling where reasonably practicable. Where manual handling cannot be avoided, tasks will be assessed and controlled through safer methods, training, team lifting, mechanical aids or other appropriate measures.

3.9 Work at height / access equipment

Work at height will only be undertaken where necessary and where it has been properly planned and judged safe. Suitable equipment must be selected for the task and used only by trained or competent persons where required.

The school will ensure that:

- ladders and stepladders are used only for appropriate low-risk, short-duration tasks;
- equipment is checked before use and maintained appropriately;
- staff do not overreach or use unsuitable furniture as access equipment;
- pupils do not use ladders or steps unless as part of a properly supervised and risk-assessed activity; and
- contractors do not use school-owned access equipment unless expressly agreed and appropriate to do so.

3.10 Display screen equipment

The school will assess DSE workstations for relevant users and take action to reduce identified risks. Assessments will be reviewed where workstations, tasks or circumstances change.

3.11 New and expectant mothers

The school will follow current requirements for new and expectant mothers, including carrying out individual risk assessments where required and reviewing arrangements if circumstances change.

3.12 Stress and wellbeing

The school recognises that work-related stress can affect health, safety and performance. Concerns relating to stress or wellbeing will be taken seriously and addressed sensitively through appropriate management support, review of working arrangements where practicable, and signposting to available support.

3.13 Lone working

Lone working will be avoided where reasonably practicable. Where it cannot be avoided, the activity must be considered in advance and suitable precautions put in place.

These may include:

- prior approval from a line manager or the Headteacher;
- restricting lone working to low-risk activities only;
- ensuring the worker has means of communication;
- informing a designated person of start and finish times;
- agreed check-in and escalation arrangements;
- securing access and egress; and
- not undertaking high-risk work alone.

Informing a family member may be helpful, but this is not a substitute for the school's own lone-working arrangements.

3.14 Violence, aggression and unacceptable behaviour

The school will maintain arrangements to manage foreseeable risks from violent, aggressive or abusive behaviour from pupils, parents, visitors or others. Staff must report concerns promptly and follow school procedures for support and escalation.

3.15 Smoking, vaping, alcohol and drugs

Smoking and vaping are not permitted within school buildings or on school grounds except where explicitly permitted by school rules. Staff, contractors and visitors must not work on site while impaired by alcohol or drugs.

3.16 Contractors

Contractors working on site must comply with school site rules and co-operate with school arrangements.

The school will, as appropriate:

- check contractor competence, suitability and insurance;
- ensure contractors sign in and out;
- provide relevant site information, including safeguarding expectations, emergency arrangements and local hazards;
- ensure contractors review asbestos information before work starts where relevant;
- request and review risk assessments and method statements where appropriate;
- ensure work areas are segregated and pupils, staff and visitors are protected; and
- monitor contractor performance while on site.

3.17 Premises maintenance, repair, alteration and improvement

The school will manage premises works in accordance with Suffolk procedures and relevant legal duties.

This includes, where applicable:

- identifying whether landlord approval is required before works proceed;
- ensuring works are appropriately specified and procured;
- consulting relevant Suffolk roles and processes where required;
- ensuring asbestos information is checked before intrusive work;
- ensuring competent contractors are appointed;
- ensuring CDM 2015 duties are considered for construction projects; and
- maintaining records of approvals, specifications, inspections and relevant project information.

The school will also keep under review premises priorities through inspection, maintenance planning, budget monitoring and escalation routes.

3.18 Asbestos management

The school will manage asbestos in accordance with the asbestos survey, asbestos management information and local procedures.

The school will ensure that:

- the asbestos information is kept in a known and accessible location;
- relevant staff know how to access the asbestos information;
- no intrusive work takes place until asbestos information has been checked;
- contractors are shown relevant asbestos information before work starts; and
- suspected disturbance or damage is reported immediately, the area is isolated, and appropriate escalation takes place.

Staff must not drill, cut, disturb or otherwise interfere with the building fabric unless they are authorised and the relevant checks have been completed.

3.19 Fire safety

The school will maintain a separate fire safety policy and fire risk assessment, supported by local arrangements for prevention, evacuation, drills, training, inspection and maintenance.

The school will ensure that:

- escape routes and exits are kept clear;
- fire doors and fire safety equipment are not obstructed or misused;
- alarm systems, emergency lighting and firefighting equipment are tested and maintained;
- fire drills are carried out at appropriate intervals;
- findings from drills, checks and fire risk assessments are acted upon; and
- the fire risk assessment is reviewed periodically and after significant change.

3.20 Educational visits and off-site activities

Educational visits and off-site activities will be planned and authorised in accordance with school procedures and relevant guidance. Suitable risk management arrangements will be put in place for the activity, location, supervision and participants.

3.22 Premises security and access

The school will maintain arrangements for site security, visitor management, access control and supervision of the premises, taking account of safeguarding and emergency access requirements.

3.21 Protective Security, Preparedness and Response to Security Threats

The school recognises the need for proportionate protective security and preparedness arrangements in order to respond to incidents involving serious violence, terrorism or other major security threats affecting the school site or immediate vicinity.

The school will maintain and review appropriate procedures for lockdown, invacuation, evacuation, communication, shelter, site security and post-incident response. Relevant staff will receive information, instruction and training appropriate to their role, and arrangements will be tested periodically and reviewed following significant change, exercises, incidents or updated guidance.

These arrangements will be aligned, where applicable, with the Terrorism (Protection of Premises) Act 2025, current DfE guidance, ProtectUK advice and local emergency planning procedures.

3.23 Water hygiene

The school will manage risks from water systems in accordance with its water hygiene arrangements and competent advice where required. Hot and cold water systems will be monitored, maintained and recorded in line with the water hygiene management plan.

The policy applies to domestic hot and cold water systems. Swimming pool water quality and plant operation are controlled through separate pool operating procedures, records and risk assessments.

3.24 Monitoring, inspection and review

The school will monitor health and safety performance through a combination of:

- routine checks and supervision;
- termly inspections;
- statutory inspection programmes;
- accident and incident review;
- fire drill and emergency procedure review;
- premises defect reporting and follow-up;
- governor monitoring; and
- annual review of this policy.

Action plans arising from inspection, audit, accident investigation or premises review will be recorded and monitored to completion.

3.25 Training and competence

The school will identify health and safety training needs according to role and risk and will maintain appropriate training records. Staff will receive induction and refresher training as required.

3.26 Consultation and communication

The school will consult staff on health and safety matters and ensure relevant information is shared with those affected. Health and safety information will be communicated through induction, staff meetings, notices, training, briefings and policy circulation.

3.27 Reporting hazards and concerns

Any member of staff who identifies a health and safety concern, defect or hazardous condition must report it promptly to the Headteacher, Health and Safety Co-ordinator or relevant responsible person in accordance with school procedures.

Appendix A

Martyn's Law (Terrorism (Protection of Premises) Act 2025)

Security Preparedness and Readiness Checklist

Barrow CEVC Primary School recognises the importance of maintaining appropriate procedures to ensure the safety of pupils, staff and visitors.

In line with national guidance relating to **protective security and preparedness**, the school maintains arrangements to respond effectively to emergency incidents which may threaten the safety of the school community.

The following checklist summarises the key measures in place.

1. Security Awareness

The school maintains appropriate security awareness arrangements including:

- Staff awareness of site security procedures
- Procedures for reporting suspicious behaviour or activity
- Visitor management procedures including signing-in arrangements
- Supervision of visitors while on site

Staff are expected to remain vigilant and report concerns to the **Headteacher or Senior Leadership Team**.

2. Site Security

The school maintains appropriate site security measures including:

- controlled access to the school building
- secure perimeter fencing and gates
- visitor sign-in procedures
- supervision of contractors and visitors

Site security arrangements are monitored by the **Headteacher and Premises Manager**.

3. Emergency Response Procedures

The school maintains procedures for responding to emergency situations.

These include:

- **Evacuation procedures**
- **Lockdown procedures**
- **Invacuation procedures**
- **Critical Incident Procedure**

Staff are informed of these procedures through policy updates, staff briefings and training.

4. Reporting Security Concerns

All staff should report security concerns immediately.

Examples may include:

- individuals attempting to access the school without authorisation
- suspicious vehicles near the school site
- attempts to bypass visitor procedures
- suspicious behaviour around school buildings

Where necessary, concerns will be reported to the **Police or relevant authorities**.

5. Communication and Coordination

In the event of a serious incident, the school will coordinate with:

- Emergency Services
- Suffolk County Council
- Parents and carers where appropriate

Communication will be managed by the **Headteacher or designated senior leader**.

6. Governance Oversight

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The Governing Body maintains oversight of health and safety and safeguarding arrangements within the school.

Governors will periodically review policies and procedures relating to security and emergency preparedness to ensure they remain aligned with current guidance and the principles of the **Terrorism (Protection of Premises) Act (Martyn's Law)**.

7. Review

This appendix will be reviewed periodically as part of the school's **Health and Safety Policy review cycle**, or earlier if guidance relating to protective security arrangements changes.