

Annan School

**Health and Safety Policy
including Risk Assessment Policy**

Version: 01/26

**Reviewed by: Mark Hunter
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HEALTH AND SAFETY POLICY

including RISK ASSESSMENT POLICY

Introduction

Health and safety is a core priority for our school. We take all reasonable steps to provide a safe and caring environment for children, staff and our visitors.

The Policy has been drawn up with regard to:

- [Health and Safety: responsibilities and duties for schools](#); DfE April 2022
- [Sensible Health and Safety management in Schools](#); HSE webpage accessed 25/11/2025
- [Prepare a Health and Safety Policy](#); HSE webpage accessed 25/11/2025

General Principles

- Children should be able to experience a broad range of activities safely; health and safety measures should support, not restrict, learning;
- Children should learn to understand and manage everyday risks.
- Risk management should always be proportionate and based on common sense.
- Staff should receive appropriate training to keep themselves and pupils safe.

General Health and Safety Arrangements

The school's arrangements are outlined in **Appendix A** and supported by additional policies referenced throughout this document.

Responsibilities

The proprietor with lead responsibility for Health and Safety is Mark Hunter ('School Director')

The overall responsibility for health and safety lies with the proprietors of the school.

The proprietors of the school will:

- ensure health and safety is given a high profile;
- ensure adequate resources for health and safety are available;
- consult staff and provide relevant training opportunities including risk assessment;
- monitor and review health and safety arrangements.
- Ensure one of the proprietors (as part of their role of Governance) has overall responsibility for Health and Safety at the school. **The proprietor with lead responsibility for Health and Safety and Risk Assessment is Mark Hunter.**

The School Director, on a practical day to day to basis, will:

- promote a health and safety culture throughout the school;
- make operational decisions relating to safety;
- ensure staff are aware of their responsibilities;
- produce and review health and safety procedures;
- monitor effectiveness of procedures;

All staff will:

- support the implementation of health and safety arrangements;
- take reasonable care of themselves and others;
- ensure as far as is reasonably practicable that their classroom or work area is safe;
- report shortcomings to the Office, the School Director, or raise these at staff meetings and record on the Site Maintenance Log.

Site Maintenance Log

The Site Maintenance Log is an ongoing record of maintenance checks including those relating specifically to Health and Safety concerns.

The groundsman conducts repair, maintenance, or replacement of defective areas or equipment

The log is used to clearly identify maintenance carried out, showing dates and comments.

Logged items that cannot be signed-off are referred to the School Director for further action.

The School Director is informed if there are urgent health and safety issues identified on the log that cannot be immediately rectified.

The School Director checks the log to oversee that health and safety issues have been dealt with effectively.

The log is reviewed annually by the proprietors as part of their monitoring role.

The proprietors disseminate information to staff through staff meetings or through the Teams Portal.

Risk Assessment policy

The school promotes a *risk-aware, not risk-averse* approach. Risk assessments should be proportionate and focused on genuine risks.

Not all risk assessments must be written; however, significant risks are recorded.

- **Risks in the classrooms** are identified through the HSE guidance: [Health and safety checklist for classrooms](#); HSE (January 2020). **See (a) below.**
- **School-wide risks** are identified through school-wide risk assessments, i.e. Fire Safety. **See (b) below.**
- **Risks associated with educational visits** are assessed on an individual basis. **See (c) below**
- **Training** is given to staff to ensure they know how to prepare a risk assessment. Risk assessments, including those relating to off-site activities written by staff are checked by the School Director.

a) Health and safety for classrooms

- The HSE guidance: **Health and safety checklist for classrooms** identifies any areas of concern or risks to those using or working in the classroom, and gives school users and the proprietors confidence that sensible precautions are in place. It can be contributed to by all members of staff using the classroom/areas covered so that, as a team, all staff are involved in the health and safety management of the school class.
- The checklist may be completed when there is a change in the use of the classroom, where there is a significant change in the layout of the classroom, or where there is a change of teacher responsible for the day-to-day management of safety within a particular classroom.
- The checklist has been designed to complement, not replace, normal day-to-day risk management within the classroom. Teachers, teaching assistants and other members of staff are responsible for assessing health and safety issues and risks within the classroom as they arise.
- The Health and Safety checklist for classrooms is available in Teams/Staff Library.

b) School-wide risks

The school carries out school-wide risk assessments.

These include:

- **Site safety and security Risk Assessments;**
- **Fire Safety Risk Assessment;**
- **Forest School Risk Assessment;**
- **Other School-wide Risks i.e. legionella, hazardous chemicals, STEAM room, etc.**

c) Off-site Visits

- Risk assessments for educational visits are completed for each trip (see *Educational Visits and Field Trips Policy*).

Risk Assessments confidentiality

Risk Assessments are confidential documents as they cover the safety and security of the school site, however they are available for staff and for statutory inspection to ensure the school is meeting ISSR and HSE regulations.

Monitoring and Review of Health and Safety and Risk assessment Arrangements

- All staff will carry out monitoring on a day to day basis;
- The classroom checklists will be used to prioritise need and to inform planning;
- The Site Maintenance Log will be used to ensure immediate action has been carried out when necessary;
- Regular site check will be carried out by the School Director to monitor the upkeep of the buildings and grounds. Site checks will inform the programme of regular maintenance work carried out under contract by *Property Maintenance Ltd*;
- Proprietors are engaged in on-going monitoring of the quality of health and safety.

Investigating accidents and incidents

- Accidents and incidents on the school site are recorded on Accident Report ((AR) forms and Incident Report (IR) forms.
- All AR & IR forms are uploaded to *School Teams* on the day they occur.
- All incidents (IR) forms and significant accident (AR) forms are passed to the school principal for information. This allows for accidents and incidents to be immediately investigated and to identify the causes.
- Accidents of children and adults are reported to RIDDOR where appropriate.

Policy monitoring and review

This policy is monitored by the Proprietors and staff of the school and will be reviewed for changes in procedures and statutory guidelines in accordance with the school's policy review guidelines.

Appendix A: General Health and Safety Arrangements

General

- Smoking is not permitted anywhere on the school site. However members of staff may request an area for smoking during breaks and this can be arranged on an individual basis with the Principal/School Director.
- When contractors are on site they are expected to follow school safety procedure. The School Director will liaise with contractors as appropriate.
- Staff receive relevant training, including first aid.
- Safety procedures and contingency plans are covered during staff induction.

Site

- **Buildings and Grounds:** Regular site checks are carried out by the Groundsman to monitor the upkeep of the buildings and grounds. Update meetings, including checking the Site Maintenance Log, are held monthly by the School Director and Groundsman to inform the programme of regular maintenance work.
 - **Frequency: Daily with monthly meeting during term time**
 - **Carried out by: Groundsman and School Director**
 - **Documentation: Site Maintenance Logs - H&S (site) folder**
- **Maintenance Contract:** A maintenance contract ensures a schedule of regular work on the school buildings and grounds is carried out. Upkeep works and repairs which cannot be carried out by the Groundsman are added to the list of contracted works.
 - **Frequency: every 4 weeks - Sundays during term-time and larger project during school holidays**
 - **Carried out by: Property Maintenance Ltd**
 - **Documentation: Site Maintenance Logs – H&S (site) folder**

Equipment

All equipment provided in school must be approved by the proprietors of the school.

- Any equipment in school should be used safely and for its intended purpose only.
Consideration will be made as to whether there is a foreseeable risk involved in using the equipment and if so, whether this is covered by an existing risk assessment.
- Equipment identified as defective should be taken out of use immediately and labelled accordingly.
A record should be made on the Site Maintenance Log in order that arrangements for repairs or replacement can be made.
- No second-hand equipment should be introduced to school without the agreement of the proprietors.

Electrical safety

Electrical safety compliance in schools is a legal requirement under the [Electricity at Work Regulations 1989](#)

- **Fixed Electrical Installations:** An **EICR (Electrical Installation Condition Report)** is conducted on wiring, distribution boards, and sockets
 - **Frequency: every 5 years.**
 - **Carried out by: GM Monk (Electrical Contractors) Ltd**
 - **Documentation: Report/certification – H&S (electrical) folder**
- **Portable Electrical Appliances** Portable items like laptops, portable heaters, desk lamps, kettles etc., undergo regular inspection to ensure safety.

Visual checks are carried out by staff when using electrical equipment (see **risk assessment**).

Staff withdraw and report faulty equipment on the Site Maintenance Log.

Class I and Class II appliances undergo a Visual Inspection (FVI) and/or a Portable Appliance Test (PAT)

- **Frequency: When an appliance is first used in school then every 3 years**
- **Carried out by: School Director and/or Property Maintenance Ltd**
- **Documentation: Audit and checklist - H&S (electrical) folder**

Fire Safety

The school aims to provide a safe working environment with respect to fire safety.

- **Weekly Fire Safety Checklist:** A weekly check covers fire extinguishers, fire blankets, hand bells, call points and alarm system
 - **Frequency: Weekly (during term time)**
 - **Carried out by: on-site maintenance (Roy Cleaver)**
 - **Documentation: Checklist – Fire Safety File folder**
- **Half Termly Fire Safety Checklist:** A half-termly check covers the Emergency Lighting Equipment, call point test, smoke alarm test, fire exit and signage check.
 - **Frequency: Half-termly (six times a year)**
 - **Carried out by: on-site maintenance (Roy Cleaver)**
 - **Documentation: Checklist – Fire Safety File folder**
- **6/12 monthly Service Inspection Reports**
 - **Frequency:**
 - ~ **6 monthly (emergency lighting, Smoke detectors, call points and alarm system)**
 - ~ **12 monthly (fire extinguishers and fire blankets)**
 - **Carried out by: Pyrotec Fire Protection Ltd**
 - **Documentation: Report and certification– Fire Safety File folder**
- See the **Fire Safety Policy, Fire Safety Statement and Evacuation Plan.**

Fire Evacuation Procedure

Evacuation procedures are practised termly and reviewed annually or more regularly if appropriate.

Evacuation routes and meeting point are detailed on the **Evacuation Plan.**

See the **Fire Safety Policy, Fire Safety Statement and Evacuation Plan.**

- **Fire Drills**
 - **Frequency: Termly**
 - **Carried out by: School Office/School Director (and whole school)**
 - **Documentation: Fire Drill log - Fire Safety File folder**

First Aid, First Aid Kits and Medicines

The school has a separate **First Aid and Medical Policy.**

The school has a separate **Medicines and Medical Conditions Policy.**

- **First Aid Kit Contents Checklist**

The school ensures the first aid kits are checked and re-stocked regularly. Staff inform the Responsible Person if stock has been used up (see First Aid and Medical Policy)

 - **Frequency: Termly (at the beginning of each term)**
 - **Carried out by: School Office**
 - **Documentation: First Aid kit checklists – H&S (site) folder**

Heating and air conditioning

- **Oil fired boilers**

Service/maintenance contracts are held for the two school boilers

 - **Frequency: Annually**
 - **Carried out by:**
 - ~ **Hall Boiler: Paynes Heating Engineers Ltd**
 - ~ **House Boiler: Worcester Bosch (through service contract with D&G Domestic)**
 - ~ **Documentation: Report/certification H&S (site) folder**

- **Radiators and fixed electrical convector heaters**

Radiators and fixed electrical heaters are checked regularly and any faults reported immediately to the School Director who will refer to **Property Maintenance Ltd** who have the maintenance service contract. Fixed radiators and heaters are checked six monthly (water pressure/correct functionality/programming)

- **Frequency: 6 monthly**
- **Carried out by: School Director (with reference to Property Maintenance Ltd)**
- **Documentation: checklist - H&S (site) folder**

- **Air Conditioning Unit**

The air conditioning unit is located in the Keilhau Building. It is serviced regularly.

- **Frequency: Annually**
- **Carried out by: TSS Facilities Ltd**
- **Documentation: Report/certification – H&S (site) folder**

PE Apparatus

The school has portable PE apparatus and floor mats located in the main school hall. A 6 monthly check is carried out to ensure it is working satisfactorily and is safe.

Mats are provided for floor work. They may be used as an additional safety measure when using the PE apparatus, however they are not designed for or intended to be used as a crash mat.

- **Apparatus check:**

- **Frequency: 6 monthly**
- **Carried out by: On-site maintenance**
- **Documentation: checklist – H&S (site) folder**

School Cleaning, Hygiene and Waste management

- The school employs cleaning staff to ensure that all areas used by children are cleaned daily. The cleaners also come in during each school holiday for more thorough cleaning.
- School equipment is kept clean. Staff are informed of and kept up to date with hygiene procedures.
- Staff have use of a separate toilet with its own hand-washing facilities.
- Spare clothing is available as well as bags for wrapping soiled garments. Disposable gloves are provided for staff.

- **Sanitary Waste**

The school has a contract for the disposal of sanitary waste with **Initial Services**

- **Frequency: monthly collection**
- **Carried out by: Initial Services**
- **Documentation: contract – H&S (site) folder**

- **General Waste (controlled waste)**

The school has a contract for waste collection with Biffa Services Ltd

- **Frequency: weekly collection (under contract)**
- **Carried out by: Biffa Waste Services Ltd**
- **Documentation: contract – H&S (site) folder**

Legionella

Hot water supply temperature checks are carried out following routine maintenance, and a full check and written report is carried out every three years

- **Frequency: 3 yearly**
- **Carried out by: Property Maintenance Ltd**
- **Documentation: Report – H&S (site) folder**

Asbestos

An asbestos check was carried out in 2023. No evidence of asbestos was found within the main house, loft area and all school buildings. It is advised that further checks should be made during any future works that are undertaken including the opening of walls.

- **Documentation: Report – H&S (site) folder**

Food Handling

- Staff are aware of and comply with good practice in relation to food safety when handling food.

- **Lunch preparation**

Lunches are provided by external caterers. Preparation for lunches takes place off-site by the caterers. Food is served by the school's caterers in the dining Hall following good practice in food hygiene.

The school carries out due diligence with regard to external caterers (e.g. Food Hygiene & Safety (catering) certificates, Food Hygiene Rating Certificates, public liability insurance, etc).

- **Frequency: Certificates checked (expiry/renewal recorded if applicable)**
- **Carried out by: School Bursar**
- **Documentation: certificates & insurance - Certificates, Insurance and Catering folder**

Control of Substances Hazardous to Health (COSHH)

- Hazardous substances, such as cleaning materials, are kept in appropriate storage areas. Where applicable, data sheets will be maintained in line with the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- All products used by our cleaning contractors are supplied by the school.
- The only products which should be generally accessible by children (with supervision in the EYFS) are hand washing foam/liquid soap and washing-up liquid. Substances which may be considered hazardous (COSHH) should be suitably stored unless being used as part of a supervised activity.
- **A list and data sheets for substances considered hazardous to health is available in the school office.**
 - **Frequency: As required**
 - **Carried out by: School Office**
 - **Documentation: data sheets – COSHH folder**

Responsibility as an employer

As an employer, Annan School Ltd is responsible for health and safety in the workplace. Under the Health and Safety at Work Act 1974 and associated Health and Safety at Work Regulations the proprietors of the school take reasonable steps to:

- prevent accidents and cases of work-related ill-health and provide adequate control of health and safety risks arising from work activities
- provide adequate training to ensure employees are competent to do their work
- engage and consult with employees on day-to-day health and safety conditions
- maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
- display the Health and Safety Law poster/information for staff
- report accidents and ill health at work under RIDDOR (see **First Aid and Medical Policy**).
- The proprietors are aware of their responsibilities in relation to occupational health and the premises are considered a low risk environment and any issues would be discussed on an individual basis.