



Barrow CE Primary School

Health & Safety Policy

March 2026



Reviewed and amended by school review panel 26th March, 2026

Contents:

Statement of intent

Legal framework

1. Duties of the governing board
2. Duties of the headteacher
3. Duties of supervisory staff/department heads
4. Duties of all members of staff
5. Obligations of contractors
6. Pupils
7. Training
8. First-aid
9. Contacting the emergency services
10. Fire safety
11. Accident reporting
12. Significant accidents
13. Reporting procedure
14. Reporting hazards
15. Accident investigation
16. Our active monitoring system
17. Bomb threat procedure
18. Evacuation
19. Visitors to the school
20. Maintaining equipment
21. Hazardous materials
22. Asbestos management
23. Medicine and drugs
24. Smoking and Vaping
25. Housekeeping and cleanliness
26. Infection control
27. Risk assessment
28. Slips and trips
29. Security and theft
30. Severe weather
31. School trips and visits
32. Manual handling
33. Working at heights
34. Lone working
35. Workplace health and safety: stress management
36. Workplace health and safety: display equipment
37. Legionella Management
38. Prevention of work-related violence

Appendix – Classroom Checklist

Statement of intent

At Barrow CE Primary School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Legal framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: Responsibilities & Duties for Schools 2022
- DfE 'Health and safety for school children' 2015
- DfE 'Keeping children safe in education' 2025

1. HSE 'Sensible health and safety management in schools' 2022. Duties of the governing board

1.1 The governing board, in consultation with the headteacher, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.

- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

1.2 The governing board endeavours to provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

2. Duties of the headteacher

- 2.1. The headteacher has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 2.2. The headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the heads of the appropriate departments and other members of staff.
- 2.3. The headteacher acts as the health and safety officer responsible for the day-to-day implementation of the Health and Safety Policy. The headteacher will also be the designated contact with the LA and the Health and Safety Executive (HSE) where necessary.

3. Duties of supervisory staff/department heads

- 3.1. Supervisory staff will be familiar with the requirements of health and safety legislation.
- 3.2. In addition to general duties, supervisory staff will be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- 3.3. Supervisory staff are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- 3.4. Supervisory staff will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

4. Duties of all members of staff

4.1. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the site maintenance officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

5. Obligations of contractors

5.1. When the school is used for purposes not under the direction of the headteacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.

5.2. Contractors working on the school premises are required to identify and control risks arising from their activities.

5.3. Contractors will inform the headteacher of all potential risks to staff, pupils and visitors.

6. Pupils

6.1. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.

- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

7. Training

- 7.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

- 7.2. The headteacher will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom.
- 7.3. Staff members will be provided with regular training opportunities and have access to support where needed.
- 7.4. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of Barrow CE Primary School.

8. First-aid

- 8.1. Barrow CE Primary School will act in accordance with the guidelines set out during First Aid training
- 8.2. The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.
- 8.3. The following staff members are trained first-aiders:

Mr Hudson
Mrs R Goodwin
Mrs S Appelbe
Ms L Hughes
Mrs R Watling

9. Contacting the emergency services

- 9.1. Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim.
- 9.2. If there is no first-aider immediately available, a common-sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.

10. Fire safety

- 10.1. All staff members fully understand and effectively implement the Fire Evacuation Plan.
- 10.2. The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 10.3. The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 10.4. The school will test evacuation procedures on a termly basis.

- 10.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 10.6. Firefighting equipment will be checked on an annual basis by an approved contractor.
- 10.7. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the **school office**.
- 10.8. Smoke alarms and emergency lighting will be tested on a **quarterly** basis, and records will be maintained and held in the **school office**.

11. Accident reporting

- 11.1. All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated health and safety officer using the standard Accident Report Form.
- 11.2. The health and safety officer will be responsible for informing the headteacher if the accident is fatal or a "major injury" as outlined by the HSE.
- 11.3. More in-depth information concerning reporting accidents and near-misses can be found in the Accident Reporting Procedure and on the CWAC intranet.

12. Significant accidents

- 12.1. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

13. Reporting procedure

- 13.1. Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a

person appointed on their behalf, will file a report as soon as is reasonably possible.

- 13.2. The person will complete the relevant report on the HSE website:
<http://www.hse.gov.uk/riddor/report.htm>
- 13.3. The HSE no longer accept written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).
- 13.4. Fatal and specified injuries only may be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

14.Reporting hazards

- 14.1. Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 14.2. In the main, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the headteacher as appropriate.
- 14.3. Serious hazards will be reported using the appropriate form available in the school office.

15.Accident investigation

- 15.1. All accidents, however small, will be investigated by an appointed party, and the outcomes recorded.
- 15.2. The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 15.3. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 15.4. The health and safety officer will undertake regular evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

16.Our active monitoring system

- 16.1. It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Regularly examining documents to ensure compliance with standards.
- Regularly inspecting premises, plants and equipment.
- Annual audits, including fire risk assessments and health and safety audits.
- Regular reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

17. Bomb threat procedure

- 17.1. In the event of an emergency, the procedures outlined in the Lockdown Procedure will be followed.
- 17.2. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
 - Where is it?
 - In which building is it and on what floor?
 - What time will the bomb go off?
 - What does the bomb look like and what colour is it?
 - What type of bomb is it and what type of explosive?
 - Who are you?
 - Why are you doing this?
 - Do you have a code word?
- 17.3. The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not,
- 17.4. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 17.5. Staff should note the time of the call and write down exactly what was said by the person calling as this may be useful for the police.
- 17.6. Where possible, recording devices will be used whilst receiving a bomb threat.
- 17.7. The staff member receiving the call will contact the headteacher immediately, who will then alert the police and the LA.
- 17.8. The headteacher or deputy headteacher, or nominated senior member of staff will decide whether or not to evacuate the building.

18. Evacuation

- 18.1. Barrow CE Primary School will follow the procedure outlined in the Critical Incident Plan in the event of a crisis.

19. Visitors to the school

19.1 All visitors will sign in to reception.

19.2 Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

19.3 No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism.

19.4 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

19.5 Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

19.6 Visitors and contractors will wear a visitor's ID at all times while on school grounds. Contractors without DBS clearance will not be allowed to work near children and will wear a red lanyard with their visitor's pass.

19.7 Cleaning contractors will wear an easily identifiable uniform or badge at all times

19.8 Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

19.9 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

19.10 Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

20. Maintaining equipment

20.1 When not in use, PPE will be properly stored, kept clean, and in good repair. The Site manager will inspect or facilitate the inspection of the following equipment for health and safety issues annually:

- All electrical appliances (PAT testing)
- All fixed gymnasium equipment (Sports Safe)

It is the responsibility of the department leader to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

21. Hazardous materials

- 21.1 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 21.2 Hazardous substances will be labelled with the correct hazard sign and contents label.
- 21.3 Storage life will be considered by department leaders. All control of substances hazardous to health (COSHH) and ionizing radiations regulations will be adhered to.
- 21.4 The site manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used and the appropriate COSHH reports are completed.
- 21.5 No hazardous substances will be used without the permission of the headteacher.
- 21.6 Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 21.7 Dust and fumes will be safely controlled by local exhaust ventilation regulations.
- 21.8 No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 21.9 Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

22. Asbestos management

- 22.1 In accordance with HSE guidance, an asbestos management survey is undertaken annually by AEC, which is a United Kingdom Accreditation Service accredited surveying organisation.
- 22.2 As a result of the asbestos management survey, risks are identified and dealt with on a priority basis.
- 22.3 Further details concerning the management of asbestos can be found in the annual Asbestos report from AEC.

23. Medicine and drugs

- 18.2. The school's Medicines Policy will be read, understood and adhered to by all staff.

24. Smoking and Vaping

- 18.3. The school is a non-smoking and non-vaping premises and no smoking or vaping will be permitted on the grounds.

25. Housekeeping and cleanliness

25.1 Contract cleaners will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners.

25.2 Special consideration will be given to hygiene areas.

25.3 Waste collection services will be monitored by the site manager.

25.4 The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. Rooms will be kept at a minimum of 16° with a constant supply of fresh air.

26. Infection control

26.1 Barrow CE Primary School actively prevents the spread of infection through the following measures:

- Routine immunisation with support from NHS School Health team
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

26.2 Barrow CE Primary School employs good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor

- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

26.3 Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

26.4 All staff are subject to a full occupational health check before starting employment at Barrow CE Primary School.

26.5 All cuts and abrasions should be covered with waterproof dressings.

27. Risk assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.

27.1 Annual risk assessments will be conducted for all other areas of the school, including for safe use of equipment.

27.2 Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

27.3 The governing board will be informed of risk assessments allowing issues to be prioritised and actions to be authorised, along with funds and resources.

27.4 A designated staff member (EVC coordinator) will ensure risk assessments are completed by staff leading day trips or residential stays.

28. Slips and trips

28.1 In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for social events may not be in line with the school's Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)

- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

29. Security and theft

29.1 There is no CCTV system at Barrow School, but the school may agree to install one.

29.2 CCTV systems may be used as evidence when investigating reports of incidents.

29.3 Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.

29.4 Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

29.5 Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

29.6 Thefts may be reported to the police and staff members are expected to assist police with their investigation.

29.7 All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

29.8 Missing or believed stolen equipment will be reported immediately to a senior staff member.

30. Severe weather

30.1 The headteacher, in liaison with the governing board, makes a decision on school closure on the grounds of health and safety.

30.2 If a closure takes place, the governing board will be promptly informed.

30.3 Barrow CE Primary School will act in accordance with the Adverse Weather Policy at all times.

31. School trips and visits

31.1 Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

32. Manual handling

32.1 Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

32.2 In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

33. Working at heights

33.1 Policy and procedures concerning employees working at heights are addressed in the CWAC Working at Heights Policy.

33.2 Only approved contractors are authorized to go on the roof.

33.3 The cleaner/caretaker must arrange for another person to assist them when working at a height, eg. on a ladder. In no circumstances should any staff member work on the roof.

34 Lone working

34.1 Security of Buildings

- Managers are responsible for ensuring that all appropriate steps are taken to control access to the school building and that emergency exits are accessible.
- Staff who regularly work in the building alone should make sure all exit doors are locked and should carry a telephone for emergency use
- Alarm systems must be tested regularly
- Keycodes for access should be changed from time to time, and as a matter of course if a breach of security is suspected
- Staff working alone must ensure they are familiar with the exits and alarms
- There must be access to a telephone and first aid equipment for staff working alone
- If there is any indication the property has been broken into, a staff member should not enter alone, but must wait for back up.

34.2 Personal Safety

- Staff should take all reasonable precautions to ensure their own safety
- Any member of staff coming into the school buildings outside of normal working hours should try and arrange for another member of staff to accompany them, and failing that, notify a member of their own family of their whereabouts and expected time of return
- Risk assessment training should be made available for all staff; lifting and handling training should be made available where appropriate
- A risk assessment should be carried out for activities which will be carried out by the

caretaker/cleaner during those times when s(he) is alone in the building. The caretaker must arrange for another person to assist her/him in carrying out activities which require support – for example when working at height eg. on a ladder.

35. Workplace health and safety: stress management

36.1 Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

36. Workplace health and safety: display equipment

37.1 Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

37. Water Management (Control of Legionnaire's Disease)

37.1 Barrow CE Primary School will ensure that the legislation surrounding water management as detailed in the CoSHH Regulations and Approved Code of Practice L8 are fully complied with. In particular, the Headteacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the school caretaker/cleaner and specialist external contractors.

37.2 A Legionella Risk Assessment is carried out annually and the school maintains a Legionella Written Scheme for its Management and Control which contains allocations of responsibilities and details of training.

38. Prevention of Work-Related Violence

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other person on its site. Staff are advised to:

- Avoid confrontation if possible
- Withdraw from the situation
- Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- Follow measures/procedures identified in violence and assaults risk assessments
- Contact emergency services as appropriate
- Inform the Head Teacher or a member of the Senior Management Team

if confrontation has taken place.

The school will:

- Ensure the Head Teacher or a member of the Senior Management team attends site on being informed of an incident, if considered necessary
- Have in place procedures for the reporting of incidents
- Debrief individuals following any incident
- Provide training on how to manage conflict and aggression if required.
- Renew the Violence & Assaults Risk Assessment following any incident.

Appendix - Classroom Checklist

Control Measures	Are Control Measures in Place
§ First aid boxes kept in the area fully stocked.	Yes / No
§ All accidents that occur in the area recorded on the appropriate school accident form.	Yes / No
§ Electrical sockets regularly checked and any cracked casing replaced	Yes / No
· Trailing cables covered.	Yes / No
§ Finger safe on high risk doors.	Yes / No
§ Any substances kept in classrooms kept in locked cupboards, away from pupils, with all containers clearly labeled.	Yes / No
§ Pupils to use material and equipment when staff are happy with their competency.	Yes / No
§ Sharp equipment stored in a safe manner and correct apparatus / equipment used with appropriate key stage groups.	Yes / No
§ Curriculum equipment stored in trays or shadow boards.	Yes / No
§ Shelving and racking in good condition and securely fixed.	Yes / No
§ Equipment stacked safely, with heavier items stored at lower level.	Yes / No
§ All portable electrical equipment to have been tested by a competent person.	Yes / No
§ Equipment checked regularly before use to recognise possible defects.	Yes / No
§ Broken / malfunctioning equipment reported and tagged or removed from use.	Yes / No
· Care is taken not to suspend displays near light fittings or over heaters.	Yes / No
· Air ducts to and from heaters are kept clear. Combustible materials are not left on or near heaters.	Yes / No
§ Floors, walkways and corridors kept clear at all times. Free standing displays are not sited where they restrict escape routes.	Yes / No
§ Broken chairs and furniture reported and removed from use.	Yes / No

§ Bags and coats hung up or under benches	Yes / No
§ All classroom users aware of evacuation procedures.	Yes / No
§ Fire evacuation notices displayed in each room.	Yes / No
§ All emergency exits unlocked whilst rooms in use.	Yes / No
§ Fire fighting equipment available and accessible	Yes / No
§ All medication stored in the classroom / area labeled with the child's name and the dose required.	Yes/No
§ No pupils left in classrooms without supervision.	Yes/No
<u>Other Control Measures Specific to the Room:</u>	

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

The scheduled review date for this policy is March, 2027

Headteacher: Paul Hudson

Chair of Governors: Julia Tillotson