



Health and Safety Policy

Barton CE (VA) Primary School

September 2025



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Barton CE (VA) Primary School

Statement of General Policy for Health, Safety and Wellbeing

Barton CE (VA) Primary School is committed to ensuring the health, safety and wellbeing (HSW) of all **staff, pupils and visitors**.

The **Leadership Team** together with the Governing Body aim to achieve this commitment by:

- Providing a healthy and safe school environment;
- Implementing policies, arrangements and procedures to promote effective HSW management;
- Taking a risk-based approach to school hazards so that sensible, realistic and effective control measures can be implemented;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of effective HSW;
- Ensuring the consultation, co-operation and involvement of all with measures that are put in place to protect their HSW;
- Providing adequate information, instruction, training and supervision so that everybody is aware of their HSW responsibilities and the hazards and risks posed by their work/working environment;
- Setting targets to ensure continuous improvement of HSW management;
- Regularly reviewing and auditing performance to identify any potential areas of non-compliance and to promote continuous improvement.

The **Governing Body** has overall and final responsibility for Health and Safety in the School, and has delegated the day-to-day responsibility to the Headteacher, for ensuring this policy is put into practice.

Staff have a duty to protect themselves and others by working safely, co-operating with the **Headteacher and Leadership Team**, complying with schools HSW policy, guidance and risk controls, and reporting any HSW issues to their line managers.

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(Insert signature)

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(Insert Name), Chair of Governors

(Julie Martin), Headteacher

September 2025

September 2025

Date of next review: **September 2026**



Barton CE (VA) Primary School

Organisation and Responsibilities for Health, Safety and Wellbeing

In order to ensure that health, safety and wellbeing (HSW) issues are dealt with in accordance with this Policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Governing Body (*Katie Norman and Caroline Parsons – Co-Chair*)

The Governing Body will comply with any HSW directives issued by Cambridgeshire County Council Education Directorate. The Governing Body is responsible for HSW matters at a *local* level. They accept that the delegation of funds from the Education Directorate carries with it some power of control and hence accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which HSW issues are addressed. However, they will inform the Education Directorate of any issue which has significant HSW implications and which cannot be resolved by the Governing Body alone.

The Governing Body will establish arrangements for ensuring the requirements of this Policy are properly implemented and that the Policy remains effective and fit-for-purpose.

2. Headteacher (*Julie Martin*)

Overall responsibility for the day-to-day management of HSW in the school sits with the Headteacher. The Headteacher will advise Governors of the areas of HSW which require an allocation of funds. The Headteacher will ensure that:

- 2.1 there is a system in place for undertaking risk assessments;
- 2.2 there is a system for monitoring the effectiveness of the HSW arrangements which form this policy;
- 2.3 there are adequate staffing levels for safe supervision;
- 2.4 responsibility for school maintenance is clearly defined and delegated;
- 2.5 equipment meets appropriate safety standards and is maintained, inspected and repaired as required;
- 2.6 protective clothing/safety equipment is provided where necessary;
- 2.7 first aid materials and fire equipment is adequate, and maintained;
- 2.8 the funding of necessary health and safety training for staff;
- 2.9 the arrangements for securing health and safety assistance from a competent source;
- 2.10 appropriate health and safety information is provided to Governors.

The Headteacher may choose to delegate to other members of staff any of the duties above. The delegation of duties will not relieve the Headteacher of their accountability and from the overall day-to-day responsibility for HSW within the school.

3. Further responsibilities of the Headteacher (*Julie Martin*)

The Headteacher will also carry out the following duties:

- 3.1 ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and assessments are monitored and reviewed periodically;
- 3.2 periodically review this policy document, amend as necessary and circulate any changes to appropriate staff after Governing Body ratification;
- 3.3 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 3.4 formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.5 arrange for termly evacuation drills and weekly fire alarm tests;
- 3.6 where necessary advise the Local Authority of any defects which are identified as being unsafe and take local action to minimise the risk until repairs can be arranged;
- 3.7 arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.8 co-ordinate the termly health and safety inspection, ensuring all areas of the establishment and all activities are covered;
- 3.9 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.10 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 3.11 ensure the condition of the premises is monitored and advise Mr Rob Dimond, of Peter Smith Associates of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, taking whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.12 ensure that equipment purchased meets appropriate safety standards;
- 3.13 ensure that plant, machinery and equipment are inspected and tested according to statutory requirements, e.g., oil boiler, electrical appliances, gym equipment, defibrillator etc.
- 3.14 ensure that all other statutory compliance checks are carried out, Legionella water monitoring, 5-year hardwiring test, etc.
- 3.15 manage the keeping of records of all health and safety activities;
- 3.16 oversee all arrangements for educational visits and school journeys.

4. Curriculum Leads/Subject Leaders

All *Curriculum Leads/Subject Leaders* are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their area/class. They will:

- 4.1 ensure that risk assessments are undertaken within their areas and that control measures are implemented, and assessments are monitored and reviewed;
- 4.2 ensure that appropriate safe working rules and procedures exist within the area and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their area are promptly reported, recorded and investigated where appropriate;
- 4.4 ensure that all staff within their area are aware of their specific roles in an emergency;
- 4.6 remove from use and inform management of any equipment which has been identified as being unsafe and which is in need of repair/disposal;
- 4.7 ensure that adequate levels of class supervision are available at all times;

- 4.8 identify specific staff health and safety training needs;
- 4.9 carry out departmental induction training including any specific information and training that may be necessary;
- 4.10 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.11 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to management;
- 4.12 ensure that all pupils are given the necessary health and safety information and instruction prior to commencing activities which involve risk;
- 4.13 ensure that good standards of housekeeping are maintained.

5. Teaching Staff (including Supply Teachers, Teaching Assistants and Midday Supervisors)

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site and off site. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the schools health and safety policy and any local rules and arrangements;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing and activity with an element of risk;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the relevant emergency procedures;
- 5.5 know the medical conditions, care protocols and emergency procedures for children in their care
- 5.6 ensure that pupils follow safety rules and that protective equipment is worn where required;
- 5.7 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.8 report accidents, near misses and defective equipment to management.
- 5.9 investigate any accidents that occur through activities organised/supervised in the class or playground to try to prevent reoccurrence;
- 5.10 remove from use any equipment/appliance which has been identified as unsafe and which is need of repair;
- 5.11 ensure that good standards of housekeeping are maintained;
- 5.12 ensure that an agreed level of supervision is available and that appropriate health and safety arrangements are made prior to taking school parties offsite on educational visits, using the EVOLVE Trip Reporting system;
- 5.13 Subject Leaders: Ensure that risk assessments are undertaken within their subject leadership, e.g., use and storage of science equipment, gym equipment, etc and that control measures are brought to the attention of everyone concerned;
- 5.14 Subject Leaders: Ensure access to up-to-date safety guidance from sources such as Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), DfE, Cambridgeshire County Council Health and Safety guidance notes

6. Caretaker (David Thompson)

The Site Manager/Caretaker is responsible to the Headteacher. They shall:

- 6.1 arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;

- 6.2 take appropriate action when necessary to prevent injury to others on site;
- 6.3 participate in the termly health and safety inspections;
- 6.4 identify health and safety training/supervisory needs of site supervisory staff;
- 6.5 ensure that personal protective equipment is suitable for the task, worn when required, worn correctly and in good condition;
- 6.6 ensure that all staff work in accordance with safe working practices/risk assessments.
- 6.7 arrange for the secure locking and unlocking of the school;
- 6.8 carry out a daily first visual inspection of the premises for safety;
- 6.9 report to the Headteacher or in her absence, the School Business Manager, any hazardous conditions or defects in the premises, grounds or equipment;
- 6.10 use all cleaning and caretaking equipment safely in accordance with instructions and within competence and training levels;
- 6.11 ensure hazardous products, such as cleaning products comply with Control of Substances Hazardous to Health Code of Practice (COSHH) and are stored in a locked cupboard;
- 6.12 participate in the termly health and safety check paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.13 carry out weekly fire alarm tests;
- 6.14 carry out the water flushing regime as per the Legionella Risk Assessment;
- 6.15 carry out weekly condition and battery life check of defibrillator
- 6.16 give appropriate information on significant risk activities to visitors and contractors;
- 6.17 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

7. Health and Safety Co-ordinator (*School Business Manager – Wendy Bartlett*)

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Headteacher. The core duty is to ensure that there is a management system established for the management of health and safety. They shall:

- 7.1 contribute to the review of this policy;
- 7.2 ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents;
- 7.3 contribute to the review of the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.4 make appropriate information on significant risk activities available to visitors and contractors;
- 7.5 arrange termly evacuation drills and weekly fire alarm tests etc;
- 7.5 advise the Local Authority of any site defects and co-ordinate local action to minimise the risk until repairs can be arranged;
- 7.6 participate in the termly health and safety inspections;
- 7.7 report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.9 arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 7.10 assist with co-ordinating risk assessment processes as required;
- 7.11 make provision for the inspection and maintenance of equipment throughout the school;
- 7.12 liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 7.13 ensure the Headteacher is kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees - employed, supply and volunteers

All employees must take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Governing Body and school management and shall:

- 8.1 participate in the risk assessment process and comply with the control measures;
- 8.2 report any defects in the condition of the premises or equipment they become aware of;
- 8.3 report accidents, near misses and defective equipment to management;
- 8.4 be familiar with the procedure to be followed in the event of a fire or other emergency;
- 8.5 make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.6 report any unsafe working practices to the Headteacher.

9. Responsibilities of the pupils/students [This section should be drawn to the attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- 9.1 exercise personal responsibility for the health and safety of themselves and others when working and playing inside the school building and outside in the school grounds;
- 9.2 follow all instructions issued by any member of staff in the case of an emergency;
- 9.3 observe the health and safety rules of the school;
- 9.4 not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety, e.g. fire extinguishers, first aid equipment etc;
- 9.5 inform any member of staff of any situation, which may affect their safety.

10. Staff Safety Representatives

Where the Governing Body is notified in writing of the appointment of Staff and/or Union Safety Representatives, the Safety Representative shall have the following functions:

- 10.1 investigate potential hazards and examine the causes of accidents in the workplace;
- 10.2 investigate complaints by any employee they represent relating to that employee's health and safety at work;
- 10.3 make representations to the Headteacher on general matters affecting the health, safety and wellbeing of employees;
- 10.4 carry out health, safety and welfare inspections;
- 10.5 attend the health and safety committee meetings;
- 10.6 work with the management team to promote health, safety and wellbeing.

Please note that the above tasks are voluntary and Safety Representatives are not legally obliged to carry them out.

Names of appointed Safety Representative(s):

Name	Contact Details	Area Covered
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11. Health, Safety and Wellbeing Committee (membership to be determined locally)

The school has established a Health, Safety and Wellbeing Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health, safety and wellbeing of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of:

- 11.1 Headteacher [Julie Martin]
- 11.2 Health and Safety Governor [Sarah Penrose]
- 11.3 Health and Safety Co-ordinator [Wendy Bartlett]
- 11.4 Staff Safety Representative [**Name**]
- 11.5 Site Manager/Caretaker [David Thompson]
- 11.6 Co-opted Member, Cook [Rebbeca Marks]

The Committee will submit a termly report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

12. Training and Competent Assistance

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

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Competent assistance and advice is provided by:

Cambridgeshire County Council Health and Safety Team

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures. The organisation of Health and Safety Consultants indicated above has been contracted to ensure that **Barton Church of England (Voluntary Aided) Primary School** is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Contact Details:

Cambridgeshire County Council Health & Safety Team
1st Floor Octagon
Shire Hall
Cambridge
Cambridgeshire
CB3 0AP
Tel: 01223 699122
Fax: 01223 475932

Caoimhe Keenan, Health, Safety and Wellbeing Adviser, Cambridgeshire County Council,
Caoimhe.Keenan@cambridgeshire.gov.uk, 01223 715309, 07881 945904



Barton CE (VA) Primary School

Arrangements for Health, Safety and Wellbeing

The following arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Incident Reporting, Recording and Investigation

Schools must report incidents, dangerous occurrences, threats/verbal abuse and near misses in accordance with the Cambridgeshire County Council (CCC) [Incident Reporting – guidance on what to report](#) document. Some incidents are reportable via the CCC [online Incident Reporting Form](#) whilst other (minor) incidents can be logged locally.

- All accidents and incidents must immediately be reported to the Headteacher, or in her absence, the School Business Manager.
- The Headteacher must ensure all accidents, dangerous occurrences, and near misses are reported on the online accident reporting system at the following link www.reportincident.co.uk/cambridgeshire. Violent incidents and verbal abuse must also be reported on the online incident reporting system.
- “Near Misses” must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- Online incident reports will be held electronically on the CCC incident database; hard copies should be printed and held in school in the Accident/Incident File in the School Office and, where applicable, on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.
- Day to day pupil accidents resulting in very minor bumps, bruises and grazes etc, should be reported in the Accident Book in the office in accordance with our First Aid Policy.
- The Headteacher must investigate incidents/accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health, Safety and Wellbeing Team by telephone on 01223 699122 or 715309.
- The incident report must be completed and sent to the Health & Safety Team (within 10 calendar days) for absences through accident for periods of 7 days or more (including W/E’s and

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holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the Accident guidance for full details of reportable incidents. Full guidance and copies of the form are located on the Education Portal.

2. Asbestos

[Asbestos Guidance](#)

The asbestos survey and associated plans are located in the contractor hazard file which is held in the blue Hazard File located on the reception table next to the 'signing-in' book. Staff should familiarise themselves with the location of asbestos in school; this is also covered during induction.

Staff must not affix anything to walls/ceilings unless authorised to do so as some walls and ceilings may contain asbestos.

Staff must inform the Headteacher immediately of any damaged asbestos. The Headteacher is responsible for the management of asbestos in the school.

All contractors, site supervisors, etc are to sign that they have seen the survey prior to starting any work on the premises.

3. Contractors

[Contractor Management Guidance](#)

All contractors must sign in/out of the hazard file. The hazard file contains a register of hazards on site that contractors need to be aware of, site contact details and emergency instruction/information.

Contractors are appointed by the School's Property Manager, Mr Rob Dimond, from Peter Smith Associates, and all health and safety matters and pre-start briefings/risk assessments are arranged through them. The Headteacher, School Business Manager and Caretaker are responsible for monitoring contractors' working methods and all staff should report any concerns to them so that they may refer to the Hazard File and liaise with the Property Manager/LA.

4. Curriculum Safety [including out of school learning activity/study support]

Staff must undertake suitable written risk assessments prior to commencing hazardous activities and ensure that health and safety precautions are written into lesson plans.

The school have access to curriculum safety advice and guidance for science, D&T and art at the following link: <http://primary.cleapss.org.uk>. Please e-mail the HSW Team if you require the latest login details as these are changed yearly:

health.andsafetyteam@cambridgeshire.gov.uk

PE: The guidance in the 'AfPE' booklet 'Safe Practice in Physical Education and School Sport' is used to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks to help identify the measures to control the risks, the guidance issued by the relevant national governing body for any activity is followed to minimise risks

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Curriculum Safety measures

- Large red triangles, with the location printed on them, are displayed in every room in the school (including the swimming pool when in session), in case there is an emergency and a member of staff or child needs to send for help from the School Office or help from another adult.
- Teachers should exercise care in all lessons and be particularly watchful of supervision during lessons where scissors, science equipment, cooking equipment etc. are being used and in all Physical Education lessons.
- Teachers should take note of guidance notes provided by the Cambridgeshire County Council on the Health and Safety Hub, the DfE and CLEAPSS and the school's own risk assessments and guidelines.
- Teachers should follow the guidelines in the School's Physical Activity Policy and Generic Risk Assessment for PE and instruct pupils in safety in Physical Education including when using, handling and storing large PE equipment.
- In the EYFS classroom indoor and outdoor environment, particular care should be taken to instruct the children on how to use equipment safely.
- Risk Assessment and careful planning need to be in place for outdoor learning. When outdoor learning takes place, all teachers and staff must have clear guidelines about personal safety and boundaries. This includes the playground, the field area and the wildlife area, including the pond.
- All staff teaching swimming lessons must have received resuscitation training and be familiar with the published **School Pool Normal Operation and Emergency Procedures** which should be followed at all times. They should check that the water has been tested chemically before swimming commences each day.
- Teachers arranging or escorting children on educational visits and Sports events must refer to the online EVOLVE trip recording, guidance and risk assessment procedures.

5. Drugs and Medication

Please see the **Policy for Supporting Pupils at School with Medical Conditions, Administering Medication Policy, Allergen and Anaphylaxis Policy, Asthma Policy** and the **First Aid Policy** on the School website, Google Drive Staff Share file under Policies and in hard copy in the Policy binder and the Medical binder in the School Office.

The procedure for the administration of medicine in school is as follows: -

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.

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- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Medicines MUST be in date, labelled with the child's first name and surname, and provided in the original container with dosage instructions. The exception is insulin, which, although it must be in date, may come in a pen or pump. Medicines which do not meet these criteria will not be administered.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Controlled drugs that have been prescribed for a pupil are securely stored in a non-portable container in the school office (easily accessible in an emergency) and only named staff have access.
- Medications will be stored in the School Office (at the back in the First Aid corner), or fridge if necessary.
- Asthma inhalers will be kept in the classroom cupboard for children in Robin class and, normally, where considered competent to do so, by the children themselves in Kingfisher, Swallow and Owl Class – ideally placed in a classroom tray for ease of taking out in an emergency evacuation. These should be taken out with the child for PE or swimming.
- The School holds two spare asthma inhalers and spacers in the School Office First Aid Corner for emergency use where the child's own inhaler is not available or is damaged.
- Emergency medication for children with Individual Health Care protocols must be taken by the member of staff in charge whenever the child is offsite or when taking part in outdoor learning and sports events.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children using the sheets in the binder in the School Office (at the back in the First Aid corner). Where a child with asthma has taken their inhaler, a record will be made on the sheet in the class register and a slip sent home to the parent
- Pupils will never be prevented from accessing their medication (in line with its prescribed dosage)
- General posters about medical conditions (diabetes, asthma, epilepsy etc.) will be displayed in the School Office (at the back in the First Aid corner).
- Barton Church of England (VA) Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

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6. Electrical Equipment

[Electricity Guidance](#)

Portable appliance testing is carried out annually and the School Business Manager should be informed of any items that fail so that they can be removed or repaired immediately. A register of items checked will be kept in the School Office.

All electrical equipment brought onto the premises must be safe and meet the Electricity at Work Regulations and bear the current certificate. If any school equipment is to be used it is important that the hirer knows how to use it with safety.

There is a 5-year fixed electrical installation inspection carried out by qualified contractors chosen by Mr Rob Dimond, Peter Smith Associates.

Staff should report any defective equipment or damage noticed to fixed installation to the Headteacher, Caretaker or School Business Manager

7. Fire

[Fire Safety Guidance](#)

There are written emergency procedures covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located as follows:

- a. **Fire, Emergency Evacuation and Invacuation Policy and Procedures** (on the School Website, Google Drive Staff Share file under Policies, and hard copy in the Policy binder in the School Office). All staff must be provided with a copy of the Fire Policy during induction and sign to indicate they have read and understood it. All staff must complete fire awareness training as soon as possible when they join the school and periodically thereafter, to be determined by the Headteacher and the School's competent Fire Safety Adviser (Barbara Noack).
 - b. **Critical Incidents Policy** - (Google Drive Staff Share file under Policies and hard copy in the Policy binder in the School Office – this includes telephone numbers and a list of checklist of actions)
 - c. **Severe Weather procedures** - please see the risk assessment and control measures for Severe and Adverse Weather conditions filed in the Risk Assessment binder in the office. The Headteacher, Julie Martin, holds the password for notifying the radio stations of school closure and will consult with the governing body before when making a decision to close the school on the grounds of health and safety.
- The Headteacher will take charge/oversee an evacuation of the school when necessary. Those in charge of classes/pupils will evacuate pupils and others to the playground – please see the Fire, Emergency, Evacuation and Invacuation Policy and Procedures for full details.
 - The School Business Manager, Wendy Bartlett, will summon the emergency services as necessary.
 - The safe evacuation of persons is an absolute priority.

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- Whilst evacuating premises, staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors and windows.
- Fire drills and evacuation/invacuation practices will be undertaken and records kept in the Fire Log book.
- The Caretaker will test the fire alarm system weekly
- The School Business Manager will arrange for the fire alarm system and emergency lighting to be tested quarterly by Britannia Fire Ltd.
- The School Business Manager will arrange for the fire-fighting equipment to be checked annually by Britannia Fire Ltd.
- The School Business Manager will arrange for a fire risk assessment to be carried out by a suitably qualified person at least every two years.
- The Headteacher will ensure all staff are familiar with all the relevant Fire Procedures, escape routes and the position of the Fire Assembly Point.
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible.
- Details of service isolation points (i.e. gas, water, electricity) are located as follows:
 - Water stop cock: Swallow Classroom, near fire exit.
 - Electrical distribution boards: Swallow Classroom (main board up high in cupboard), Table Store (in cupboard on wall), Library and Stock Cupboard.
 - Solar panels – stock cupboard
- Emergency procedures for incidents outside normal working hours are held by: Headteacher (Julie Martin), School Business Manager (Wendy Bartlett), Caretaker (David Thompson), Chair of Governors ().
- These procedures will be reviewed at least annually.

8. First Aid

[First Aid Guidance](#)

The First Aid Policy and Procedures document is located on the School Office wall in the First Aid Corner, on the Google Drive Staff Share file under Policies, and as a hard copy in the Policy binder in the office. All staff must be provided with a copy of the First Aid Policy during induction and sign to indicate that they have read and understood it.

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate the circumstances of the school.

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When conducting a first aid needs assessment, the school will consider;

- The school site
- Pupils and staff members
- The hazards and risks present

All staff are required to undergo basic first-aid training, including allergy awareness, as part of their annual resuscitation training for swimming instruction. Staff are also required to complete annual medical training covering Diabetes and Epilepsy, and bi-annual Asthma training. First Aiders will complete annual Anaphylaxis training and other training as required.

All staff will be informed of children with specific medical needs and requirements and updated as necessary. Summary details and protocols are in each class register for any adults working in the class, including supply teachers, in the Medical binder in the School Office and on the School Office wall in the First Aid Corner.

The school will teach Health Education to pupils, including basic first aid, such as dealing with common injuries.

THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK and PAEDIATRIC LEVEL:

Designated First Aiders (First Aid at Work and Paediatric trained):

Wendy Bartlett
Alice Hedges
Emina Nicklin
Suzanne Tarring

2-day Paediatric Trained:

Abel Pastor
David Thompson

Appointed First Aiders (Emergency First Aid at Work one-day course):

Lorraine Lye

Mental Health Lead:

Alice Hedges

The Headteacher will ensure that there is an appropriate number of first aid trained staff members.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- School Office (back of office in First Aid Corner)
- Hall
- Kitchen
- Swimming pool when in session
- Robin Class
- Mobile first aid kit (kept in the office) to be taken on all trips
- Sports first aid kit (kept in the office) to be taken to Sports Events
- 'Bumbag' first aid kit (kept in office) to be taken out to the playground for events or on trips
- Asthma travel emergency kit (kept in office) to be taken out on all trips and sports events

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Persons responsible for replenishing first-aid kits:

Wendy Bartlett

Lorraine Lye

EMERGENCY MEDICINES FOR CHILDREN WITH PROTOCOLS are kept:

- In the School Office (First Aid Corner) – in named yellow medical bags, (Piriton, Autoinjectors such as EpiPen)
- Inhalers – Child’s bag or class drawer during the school day (Foundation stage and KS1 – classroom cupboard)
- Insulin, glucose tablets and snacks for diabetic children – with the diabetic child at all times – NB emergency diabetic medication to be administered by paramedic or parent only, not currently held in school

Accident reporting and investigation

All first aid administered must be recorded in the Accident Reporting Book held in the office or the playground accident reporting book held with the ‘bumbag’ first aid kit taken out at playtimes and where applicable the the online reporting system: www.reportincident.co.uk/cambridgeshire
Significant accidents as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR) 2013 will be reported to the HSE at the earliest opportunity.

The nearest hospital accident and emergency department is:
Addenbrooke’s Hospital

To summon an ambulance dial 999 and ask for ambulance. Give the address as Barton School, New Road, Barton, CB23 7BD.

In the case of a child needing to go to hospital where the parent cannot accompany for any reason, the Headteacher will go in the ambulance with the child.

9. Medication Policy

Please see the School’s **Administering Medication Policy, Asthma Policy** and **Allergen and Anaphylaxis Policy** on the School website, Google Drive Staff Share file under Policies and in hard copy in the Policy binder and the Medical binder in the School Office.

10. Glass & Glazing

All glass where children work and play must meet standard safety requirements.

11. Hazardous Substances

[COSHH Guidance](#)

COSHH (Control of Substance Hazardous to Health) risk assessments have been written for all hazardous substances stored on site. Copies can be found in the COSHH Binder in the School Office. Sheets and risk assessments are available for all swimming pool chemicals and any other hazardous chemicals held on site (e.g. paint and bleach) and only members of staff trained may use them. Flammable and corrosive substances should be stored separately in the fire-proof cabinet in the secured Swimming Pool shed.

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Staff who use hazardous substances attend COSHH Awareness training which is updated periodically as determined by the Headteacher.

12. Health and Safety Advice

Caoimhe Keenan, Health, Safety and Wellbeing Adviser, Cambridgeshire County Council, Caoimhe.Keenan@cambridgeshire.gov.uk, 01223 715309, 07881 945904

13. Housekeeping, cleaning & waste disposal

The caretaker is responsible for keeping the premises clean. All staff have a duty to keep their work areas, classroom and resource areas tidy and free from health hazards. All spillages must be notified to the School Office immediately to make safe. Broken glass or china must be disposed of in an appropriate container to avoid injuries. When there is snow on the ground, the caretaker will clear paths from the school gates to the school entrances and lay grit.

Medical waste should be sealed in a plastic bag and disposed of with the general rubbish. General rubbish should be put in the roll-top bin chained to the secure bollard. Cardboard should be flattened and put in the cardboard recycling bin. Paper should be put in the Paper Recycling bin and other general recycling and plastics in the blue recycling bin.

14. Handling & Lifting

[Manual Handling Guidance](#)

Any transporting or supporting of a load (including the lifting, lowering, pushing, pulling, carrying or moving thereof) by hand or by bodily force should only be carried out after assessing the risk to yourself and others. Advice and assistance should always be sought if you are not sure. Please see the Manual Handling risk assessment for specific control measures including taking deliveries, putting up displays, moving PE equipment, erecting the stage, etc. Only those who have attended a ladder course should climb ladders.

15. Jewellery

We expect pupils to observe standards of dress consistent with safety and hygiene; this precludes unsuitable footwear and jewellery. Watches and stud earrings are the only jewellery permitted in school. If earrings are worn, children must remove these for safety during PE sessions.

16. Lettings/shared use of premises

[Lettings Policy Template](#)

Please see **Barton School's Letting Policy** available from the School Office. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking

17. Lone Working

[Lone working model RA](#)

Please see our **Lone Working Policy**. Staff should seek the permission of the Headteacher to work alone in the building outside of normal school hours. The experience and training of all

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staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Headteacher. Whenever possible it is recommended that staff work with a colleague. Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should activate the door security system when working alone and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness. All lone working staff should establish their own checking in and out system with family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number and the Headteacher's mobile phone number to call if the lone worker fails to return home at the expected time.

18. Maintenance / Inspection of Equipment

[HSW Compliance Monitoring Checklist](#)

There is an annual inspection of portable appliances and PE and outdoor equipment. All statutory buildings maintenance inspections, such as fire, boiler, electrical, water testing, etc. are arranged through the school's Property Manager, Mr Rob Dimond. All records are kept in the Property Management File in the office.

19. Monitoring the Policy

Two members of the Health and Safety committee will carry out a Health and Safety check each term, and the Committee will review this and other checks or workplace inspections to monitor implementation of policy by staff and will also monitor accident reports/trends, complaints. Reports will be made available to the Resources Committee of the Governing Body.

20. Personal Protective Equipment (PPE)

The Headteacher will ensure that appropriate PPE is provided where necessary, e.g., apron, gloves and masks for dealing with ill children, for dosing the swimming pool with chemicals, aprons and hats for kitchen staff, etc.

21. Reporting Defects

Any equipment or Health and Safety hazard should be reported to the Headteacher, School Office, Caretaker or a member of the Health and Safety Committee. The hazard/defects should be temporarily removed, turned off, roped off, etc. until a repair can be organised. The School Business Manager is responsible for arranging remedial works.

22. Risk Assessments

[Risk Assessment Guidance](#)

The Headteacher is responsible for ensuring appropriate risk assessments are undertaken, including special arrangements for staff who are pregnant or who have health problems, and that the risk assessments and arrangements are periodically reviewed.

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Premises risk assessments such as legionella risk assessment, fire, asbestos survey, etc. will be arranged by the School Business Manager in consultation with Peter Smith Associates Property Management.

The Educational Visits Coordinator, (Helen Papworth), is responsible for checking that Educational Visit risk assessments are undertaken.

23. School Trips/ Off-Site Activities

[Evolve Educational Trips Support](#)

CCC Outdoor Education Adviser: Stephen.brown@cambridgeshire.gov.uk

Organisers and Party Leaders of visits and journeys, local or otherwise, should follow the guidance on the Cambridgeshire County Council EVOLVE system (log-in given to each appropriate member of staff) and Guidance for Safer Working Practice (September 2015). An EVOLVE online form must be completed at least two weeks before the trip including:

- Risk Assessment
- Plan for the day
- Pupils and adults attending and any groupings
- Transport details
- Contact details

The completed form must be submitted to the Educational Visits Coordinator (EVC) (Helen Papworth) and the Headteacher (Julie Martin) for approval.

A generic permission slip for all trips is sent to all parents to sign at the beginning of their schooling at Barton. All parents, however, must be informed of trips well in advance and given the chance to withdraw their child from a trip.

For local trips (e.g. around the village) staff must inform the EVC, Headteacher and office staff (for registration purposes), complete a risk assessment and take the school mobile phone and first aid kit with them.

All trips must be approved by the EVC (Helen Papworth and Julie Martin, Headteacher).

All visits involving 'adventurous activities', including caving, climbing, trekking and water sports must be approved by the School Governors and notified to the LA through the EVOLVE online system at least one month before departure.

24. School Transport

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort. It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats for younger children.

Transporting Children by Coach

Reputable companies, preferably local, should provide coaches. Coaches must be fitted with working seatbelts. Luggage must be put on shelves/lockers to prevent blocked emergency exits. Organisers should specify in writing particular needs and expectations when booking. Party leaders should check visually that the condition of the coach is acceptable before the

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trip commences: tyres, seat belts, fire extinguisher, and first aid. Any deficiencies must be noted and discussed initially with the driver. The party leader should insist on immediate correction or the provision of an alternative coach, whatever the delay time. Full contact details for the coach company must be taken on the journey including an out-of-hours number. The party leader should note any significant issues of concern regarding driver conduct or other events during the journey. In serious cases of concern the coach should be stopped at the first safe opportunity. On return to school a dated accurate account of the incident must be filed.

Transporting children by Private Car

In certain situations, staff or volunteers may be required or offer to transport pupils as part of their work. Staff should not offer lifts to pupils unless the need for this has been agreed by the Headteacher. Occasional business use of private staff cars is covered under the School's insurance policy. The Headteacher should be satisfied that driver and vehicles are suitable for proposed use. All drivers must be made aware of the document "Guidance for Safer Working Practice", section 21. Otherwise, insurance of a private vehicle rests with the driver concerned, not the LA and drivers should be informed of this. For regular transport, prospective drivers who are employees must have a "business use" extension to their domestic and pleasure policy and should produce documentary evidence to the School as necessary. Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded. Booster seats should normally be used for transporting children until they are 12 years old or 135 cm tall, whichever comes first.

25. Smoking

The School has a Smoke Free Policy and smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the school.

26. Staff Consultation

A Health and Safety check is carried out by two members of the Health and Safety Committee each term and this is followed by a Health and Safety Committee meeting each term. Staff should raise any health and safety concerns immediately with a member of the Committee or the Headteacher and can make suggestions for health and safety improvements at any time.

27. Staff Health & Safety Training and Development

[H&S induction checklist](#)

The School's Health and Safety Policy, First Aid Policy, Fire Procedures and Emergency Evacuation Procedures are circulated annually in September to all staff. All health and safety policies are available from the School Office and online. New members of staff and those on work experience or student placement will be given the key documents in their induction pack.

Only those who have attended the Swimming Pool Operators course may dose the pool with chemicals.

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Staff must not undertake any activities for which they have not been trained, e.g. using ladders, working at height, using hazardous substances.

28. Staff Well-being / Stress

The member of staff acting as Staff Wellbeing Co-ordinator is Julie Martin (Headteacher). Staff feeling under stress may seek help through Julie Martin who will refer them to the County Council's services available.

29. Supervision [including out of school learning activity/study support]

Pupils must not be left unattended. All personnel supervising children, whether teachers, coaches or volunteer helpers must have valid DBS clearance.

- The School accepts general responsibility for pupils who are on the premises for up to ten minutes before school starts and 15 minutes after the end of the school day. However, the playground is not supervised at these times. A member of staff is always available in school, to assist pupils. Children up to Year 2 are not dismissed from class unless a known responsible adult is there to collect them. Children going home by taxi are escorted by a member of staff who ensures they board safely.
- Procedures are in place to ensure safety at playtimes and lunchtimes. Please refer to the supervision guidelines in the school policy folder. During the morning break at least two adults will supervise the children in the playground and every day a teacher is designated teacher on duty. Individual teachers are responsible for clearing their own classes and children should not be left in their classrooms unsupervised. The person on duty should ensure that the gates at School Lane and New Road entrances are kept closed. No unauthorised vehicles are permitted on site during the school day. Care should be taken to prevent unauthorised persons from entering the school grounds. When the weather is favourable and conditions are considered suitable, the children will be permitted to play on the field (if they are wearing the correct footwear and clothing), low play equipment, and junior aged children, the high climbing structure.

During the lunch break, the Headteacher or member of the leadership team, has overall responsibility for the behaviour of the children. The senior midday supervisor will coordinate supervision of the children in the playground and in the dining hall. In the event of bad weather, when the children are unable to go outside, the children will be dispersed into classrooms where they will be supervised by the teaching assistants or dinner supervisors on duty.

30. Swimming Pool Operating Procedures

CCC Curriculum Adviser: lan.roberts@cambridgeshire.gov.uk

Please see **Swimming Pool Normal Operation and Emergency Procedures** available on Google Drive or as a hard copy from the school office.

31. Use of VDU's / Display Screens

[DSE Guidance](#)

Staff using VDUs should check their seating position, equipment and that the environment is suitable for their needs and should take regular breaks. If staff experience any problems, please request the VDU workstation checklist available from the office and report the problems to the ICT co-coordinator.

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32. Vehicles on Site
[Management of Traffic on site guidance](#)

Unauthorised vehicles are not allowed on site between the hours of 8.40 am and 3.30 pm. The Gates to the New Road entrance are kept locked shut during these times and contractors have to report to the office and request the gates to be opened to allow vehicular access under supervision. Bicycles must not be ridden on site.

33. Violence to Staff / School Security
[Violence and Aggression in schools guidance](#)

The New Road main entrance gates to the school and the playground gate (New Road side) will be kept shut and locked during the school day. The main entrance to the school (School Lane side) is kept locked with a secure entry system to the entrance lobby. Visitors must ring the doorbell, and the School Office staff will release the door to allow entry or go to the door to meet unknown persons, identify their business, check their identity and get them to sign in the Visitors' book. A visitor or volunteer helper badge must be issued to anyone entering the school. All staff should wear their identification badges.

The back playground entrance door must be kept locked shut during school time, except for playtimes when the door needs to be open for pupil movement. Playtime and midday supervisors must keep an eye on the door during playtimes.

The staffroom external door again has a security pad entry system.

All entrances and fire exits must be kept shut and locked out of school hours.

Any incidents of verbal or physical violence must be reported to the Headteacher. An incident log book is kept in the School Office. Staff should not place themselves in danger and should stop a meeting and call for assistance if there is any sign of a situation getting out of hand.

34. Working at Height
[Working at Height Guidance](#)

Staff should not use steps or ladders unless they have attended a 'ladder training' course. A copy of the School's Work at height risk assessment and working at height flow chart are kept in the Health and Safety Risk Assessment binder.

35. Work Experience

Teachers supervising students on work experience placements will be expected to undergo the appropriate training and to provide their student with the necessary health and safety policies, procedures and any other information necessary for their safety in school.

36. Sharps

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes

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- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises
- Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they (or their parent in the case of pupils) will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.
- The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

37. Allergens and anaphylaxis

The school's **Allergy and Anaphylaxis Policy** will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their

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children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Further information relating to the school's policy and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

38. Security and theft

The school will install access control and security measures to ensure the safety of the school.

The school will operate cashless systems where possible and will not hold large amounts of money in school.

Staff will be responsible for their personal belongings and the schools accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measure to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to the headteacher.

***Updated by Wendy Bartlett August 2025
This policy will be reviewed: September 2026***

Further reading:

School policies are available on the School website or from the School Office

Risk Assessments are available from the School Office

DfE and Cambridgeshire County Council Guidance and other guidance is available from the School Office (filed with the school policies)

Specific Health and Safety policies include:

Fire Procedures - Emergency Evacuation and Invacuation Policy and Procedures

Critical Incident Policy

First Aid Policy

Administering Medication Policy

Asthma Policy

Allergen and Anaphylaxis Policy

Supporting Pupils at School with Medical Conditions

Safeguarding and Child Protection Policy

Induction Policies for staff, volunteer helpers and club leaders

Code of Conduct for all adults

E-safety Policy (Acceptable User Policy) for staff

Whistleblowing

Lone Working

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Severe Weather Risk Assessment

Whole School Behaviour
Anti-Bullying

Swimming Pool
Physical Activity
Playground procedures
Outdoor Play Equipment

Keeping Children Safe in Education (DfE)
Guidance for Safer Working Practice (DfE)

Use of Mobile Phones in School Policy

Whole School Food Policy

Risk Assessments include:

Manual Handling
Classrooms and Skylark Room
Hall
Performances (KS2 and Nativity)
Physical Education
Outdoor Wildlife Area School Activities
Breaktimes/lunchtimes
Outdoor Play structures
Swimming Pool
Working at Height
Severe and Adverse Weather Conditions
Vehicle Movement on site
Playground parking
School Building
Lettings
Security
Caretaker Duties
Display Screen Use
COSHH
Curriculum
Design Technology
Art
Food Technology
Science
Verbal and Physical Antisocial Behaviour
Caterer's Risk Assessment

Note: Section "Organisation and Responsibilities for Health, Safety & Welfare" removed as there are no trade union representatives at present

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