North Wolds Federation

Health and Safety Policy

January 2026

Our **inclusive school community** puts our **Christian values** at its core and endeavours to develop all members to be **wise, happy and spiritually** aware individuals who can achieve their **dreams and goals**.
Working with our **local community**, we **care for** and educate each person, **respecting individual differences**.
As Jesus welcomed all, so we **welcome everyone** into our school and strive to send them out prepared to be **good citizens** in today's **diverse society**.

We are preparing for a brighter tomorrow.

Start children off on the way they should go, and even when they are old they will not turn from it. (Proverbs 22:6)

Caring, Respect, Co-operation, Commitment to Achieve, Honesty, Fairness

Our **inclusive school** is at the heart of our **small community** where all families feel **welcome**, **valued** and **supported** as friends.

Working with our local **community** children leave us, ready for their next learning adventure, as **well-rounded** citizens with the skills, knowledge and the **confidence** to be happy and successful for the rest of their lives.

We nourish their bodies and characters with our school **values** of respect, cooperation, independence, care, happiness and commitment to achieve.

We ensure they have the armour of our **love** and **guidance** to be the best version of themselves and carry that forward with their actions towards others

Caring, Respect, Commitment to Achieve, Co-operation, Happiness, Independence

Policy Approved on	**:**	**3/02/2026**
Chair of Governors Signature	**:**	**Approved Via Governor Hub**
Policy Review Date	**:**	**01/27**

This policy should also be read in conjunction with the Market Rasen C of E Primary School Church School Vision. Ensuring children are safe and well underpins many aspects of the vision including "welcome everyone into our school" and "care for and educate each person respecting individual differences."

Based upon LA Model Policy September 2014. This policy should be read in conjunction with other polices that may pertain to health and safety including medicines in school, head injury policy, curriculum policy, behaviour, positive handling policy, managing change policy, lockdown policy, Educational Visits and sun safety.

This is a Federation Policy however where indicated (blue for MR red for NCPS) some information only pertains to one site.

The swimming pool on the Market Rasen Site has its own Risk Assessment.

Statement of Health and Safety Policy

The Governing Board of the North Wolds Federation is committed to:

- the provision of safe and healthy conditions for pupils, staff, visitors and contractors;
- compliance with all relevant health and safety legislation;
- seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.

The risk control arrangements are set out in the risk assessments which are recorded separately.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

1. Organisation and Responsibilities

Overall and final responsibility for health and safety is that of the Governing Board.
Day to day responsibility for health and safety is delegated to the Executive Head Teacher

Governing Board

Are specifically responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings;
- a Governor is given specific responsibility for health and safety; in the case of the North Wolds Federation this responsibility given to **Stephen Bunney**.
- the Governor with specific health and safety responsibilities and the Executive Head Teacher receive health and safety management training;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

Executive Head Teacher

The Executive Head Teacher, supported by the Heads of School, is responsible to the Governing Body for ensuring that:

- the health and safety policy is implemented on day to day basis;
- risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;
- the significant findings of the risk assessments are recorded;
- health and safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required;
- staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;
- specialist help and assistance is obtained where necessary.

All Staff

Are responsible for:

- taking reasonable care for their own health and safety and that of others who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their

health and safety;

- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Executive Head Teacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

Pupils

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of others;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of staff.

2. Arrangements

The arrangements for controlling risks from school activities are set out in the risk assessments which are recorded separately. Other arrangements are below.

First Aid Arrangements and Training Assessment

It is the policy of the Federation to train a number of teachers and midday supervisors (MSAs) in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence.

A number of staff will be trained in paediatric first aid and there will always be someone with the paediatric first aid certificate available to support with first aid for children. When Reception go on visits outside of school there will always be at least 1 person with paediatric first aid. An adult with paediatric first aid training will always be with the children when they are eating following the EYFS guidance.

First aid boxes stocked with the recommended contents are located at appropriate points and the office staff check the contents of a termly basis; e.g 3 times a year. These checks are recorded. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

For head injuries the head injuries policy must be followed.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Public Health England advice found here.
https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

Infectious Diseases and Exclusions
From time to time children will contract illnesses that require them to not be in school. For advice on this we will refer to the Public Health England advice "*Health Protection in schools and other childcare facilities"* that was last updated in October 2023 and can be found here.
https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities

Injury Reporting
Minor pupil injuries/first aid treatments will be recorded by the person administering first aid using the sheet from the fist aid appendix policy. Folders of records are kept in classes at Market Rasen and in the office at Nettleton.

All employee injuries and significant injuries to pupils will be recorded on the AIR form for schools.
This link can be used to log onto the Accident, Incident Reporting form:
https://forms.office.com/pages/responsepage.aspx?id=klvgtM74tUabJJm6XBHl6VXnYexcdNJOkXnMKkdA_y1URDVNRVJSWkIzV1BJUkVQQ0EySVRMV0FaTiQlQCNjPTEu&route=shorturl

The Executive Head Teacher is responsible for telephoning the Incident Contact Centre (ICC) 0845 300 9923) in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 3 day absences are injuries to staff where they are off for 3 or more days. The day of the injury does not count. Each day they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

‘Reportable Diseases’ are those notified by a doctor’s certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus, Hepatitis, Legionellosis and conditions from exposure to substances such as occupational dermatitis. Advice on reportable diseases will be sought from Public Health England and a full list of reportable diseases can be found here. https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-diseases

Injuries to self employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as ‘Dangerous Occurrences’ and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours.

The HSE website gives guidance on reporting. http://www.hse.gov.uk/

Statutory Notices
The following statutory notices are displayed in the Staffroom;
'Health and Safety Law' poster.

Health and Safety Representatives and Consultation
Stephen Scott has been appointed as the employee health and safety representative and will be consulted during the preparation and review of the school’s health and safety procedures. Facilities and time off from normal duties will be provided so that he can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and safety is a standing item on the agenda of all employee and full governors’ meetings, staff professional development meetings and Senior Leadership Team meetings.

Employee Induction Procedures
The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

Risk Assessment Procedures
Risk assessments shall be recorded on the attached form.
Risk assessments will be reviewed every year or when circumstances change.

Lincolnshire County Council

Model Risk Assessments for a Primary/Junior School

Assessment Number	Area/Activity
1.	Caretaker's Activities
2.	Legionella Bacteria
3.	Asbestos
4.	School Security and Vehicle Hazards
5.	Pupil Play Activities
6.	Pond
7.	School Corridors (Risk Assessment Attached)
8.	Classrooms / Library / Alternative Provision
9.	PE Activities
10.	Hall
11.	Office
12.	Staffroom
13.	Design and Technology Activities
14.	Science Activities
15.	Educational Visits and Trips.
16.	Clay Work and Kiln Operations.
17.	Pupil's Toilets
18.	Work Related Stress
19.	Violence at Work
20.	Contractors' Activities
21.	Working Alone
22.	Moving and Handling Assistance for Pupils with Special Needs
23.	Initial Risk Assessment for Expectant Mothers
24.	Boiler Room
25.	Cloak Rooms
26.	Trim Trails
27.	Field
28.	Reprographic rooms/areas
29.	Storage Containers
30.	Scald Management Plan
31.	Village Hall Access (NCPS)
32.	Driving For Work
33.	Risk Assessment for Student Placements

Significant Findings of Risk Assessments

Assessment Number	1	Area/Activity	Site Manager / Caretaker's Activities	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Manual handling: Moving furniture and equipment. Distributing supplies of paper, books, clay etc. to where needed in the school. Litter picking.	Site Manager /Caretaker Staff	Suitable barrows and trolleys provided. Large items are split down where necessary. Assistance is available for heavy/large objects. Protective gloves provided. A long handle grab is provided for litter picking to reduce bending can be provided if requested. Staff have been provided with manual handling training to reduce the risk of injury. This should be repeated every 3 years. If children are asked to move chairs, for example for a performance, careful thought should be given the distance and location of the move by the supervising adult. Children may carry no more than one chair at a time.	Yes	
Falls from heights: Clearing gutters. General cleaning. Changing light tubes.	Site Manager / Caretaker	All work above 3 metres from the ground is contracted to specialists. Suitable length aluminium stepladders are provided. (Additional risk assessments are required for the use of ladders and mobile scaffold towers) Stepladders are checked regularly and records kept, see attached sheet. General rules for the use of stepladders have been drawn up (see page 10). Caretaker is physically fit and comfortable using stepladders for work up to 3 metres from the ground.	Yes	

Electricity	Site Manager / Caretaker	Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist. Electrical equipment inspected and tested annually. Electrical installation inspected and tested every 5 years. Modern double insulated vacuum cleaners provided. Lights switch off prior to changing tubes. RCD protection to be used when using mains equipment outdoors.	Yes	
Cleaning Substances / COSHH	Site Manager/ Caretaker Cleaners	Only non-hazardous or low hazard (those labelled 'Irritant' or 'Harmful') substances are used. (Additional risk assessments are required for the use of any substances marked 'Toxic', 'Corrosive' or 'Highly Flammable') Manufacturer's safety data sheets kept available for the substances use and have been read and understood by users. There is a sheet staff sign to record this. All containers are marked with their contents and kept secure when not in use. Chemicals are diluted and used in accordance with manufacturers instructions. Chemicals are not mixed together. Protective gloves are provided and used. Aprons/Coveralls are provided and used. Cleaning substances must be stored securely when not in use and away from children.	Yes	
Gas fired boilers (MR SITE ONLY)	Site Manager / Caretaker	Modern gas boilers installed and serviced regularly by qualified and registered engineers.	Yes	

Working alone	Caretaker Cleaners	Working alone on the premises is avoided where possible, where not the following measures are implemented: • the school is secured to prevent unauthorised persons entering • high hazard work such as using stepladders is not to be carried out • a mobile phone to be kept readily available to summon assistance if required. • Staff shall inform another person who is to make contact/raise the alarm if they are overdue by text, call or Whatsapp.	Yes	
Alarm Call Outs	Keyholders	• An alarm company will notify key holders if the alarm sounds. • The person on duty (usually the site manager/caretaker due to proximity) will notify another key holder (usually the executive head teacher) that there has been an alarm call and they are investigating. Once the alarm call has been resolved the attending keyholder will contact the other keyholder to state they have returned home safely. If this call does not come or the keyholder cannot be contacted help will be sought. • If there is any evidence of a break in the attending key holder must retreat to a safe location and contact police and follow their instructions.	Yes	

Rules for Using Stepladders

1. Stepladders shall only be used for short duration work up to 3 metres from the ground that can be done safely.
2. Stepladders must be visually checked before use, do not use equipment with defective feet, stiles, rungs, steps, hinges, cords or clips etc.
3. Stepladders must be long enough to reach the work and provide a secure handhold. Do not use the top 2 steps unless a suitable handhold is available on the stepladder.
4. Always spread stepladders to their fullest extent for stability and check retaining hinges/cords/clips are secure.
5. Whenever possible place stepladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on stepladders should be avoided because it is less stable, where this is unavoidable another person should support the steps to prevent them tipping.
6. Move stepladders as necessary to avoid the need to overreach.
7. When climbing a stepladder have at least one hand free to hold on, carry light tools and equipment in pockets or a holster/tool bag slung over the shoulder or use a hoist line or get a colleague to pass items up.
8. When working from a stepladder hold on with one hand where possible and only have both hands free where you are protected by platform guardrails or you are straight up and leaning into stepladder.

Record of inspection is kept by the site manager / caretaker.

Portable Electrical Equipment – Pre-Use Checklist

Pre-use checks should be carried out on portable equipment such as electric tools, garden & kitchen equipment, fans, irons, visual aid equipment, phone & laptop chargers, floor cleaners and extension leads to make sure they are in good condition.

Pre-use checks should be carried out as follows:

1. Switch off and unplug the equipment before you start any checks.
2. Check that the plug is not damaged and that the cable is properly secured with no internal wires visible.
3. Check the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector.
4. Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards
5. Check for burn marks or staining that suggests the equipment is overheating.
6. Check that any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.
7. If you are concerned about the safety of the equipment you should stop it from being used and report it to your manager or supervisor.

Significant Findings of Risk Assessments

Assessment Number	2	Area/Activity	Legionella Bacteria	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Inhaling droplets of water contaminated with Legionella bacteria	Employees Pupils Visitors Contractors	An assessment of the water systems in school has been carried out by specialists. Remedial work identified in this assessment has been carried out. All outlets except the shower are used regularly during term time and flushing is not required. The Caretaker flushes the shower through weekly (pool) and keeps records. The Caretaker flushes all outlets before school resumes after closures of more than one week. Vinci-Mouchel checks water temperatures on a monthly basis and keeps records to ensure: 1. Hot water is stored above 60 deg C. 2. Hot supplies are a min. of 50 deg C after 1 minute. 3. Cold supplies are a max of 20 deg C after 2 minutes.	Yes	

Significant Findings of Risk Assessments

Assessment Number	3	Area/Activity	Asbestos	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Inhaling asbestos fibres.	Employees Pupils Visitors Contactors	Specialists have carried out a full asbestos survey of the premises and all high risk asbestos containing materials have been removed. An asbestos management plan (in school office) has been implemented for the low risk asbestos containing materials left in the school. Staff are annually reminded about the presence of asbestos. There is no risk at NCPS as there is no asbestos identified in the plan.	Yes	

Asbestos Management Plan
All contractors must report to Reception where they will be shown the Asbestos Register.
Contractors must sign the record sheet (attached) to confirm they have been notified of the asbestos containing materials (ACM's) in the school and they will not disturb them.
All building works to be planned in advance and checks made to ensure ACM's are not affected.
All building works to be monitored by the Head teacher & and Site Manager to ensure ACM's are not disturbed.
Specialist assistance to be obtained from the Premises Advisor if it is likely that ACM's need to be disturbed.
The Asbestos Register Section at LCC Property to be informed if ACM's are removed or treated in any way by specialists.
The condition of ACM's is to be monitored on a monthly basis by the Caretaker to ensure no deterioration, damage or disturbance. Monitoring records are kept on the attached sheet.
Entry to any areas where deterioration, damage or disturbance to ACM's occurs shall be prohibited and urgent remedial work by initiated by specialists.

Contractor's Signing-In Sheet

1. **I confirm that the Asbestos Survey Report has been brought to my attention and my work will not disturb these materials.**

2. **I also confirm I will not disturb any potential ACM's I discover which are not listed on the above and report these immediately to the Head teacher/Site Manager.**

Date	Name of Contractor	Signature

Asbestos Containing Materials (ACM's) Monitoring Records

Date	Location of ACM's	Condition OK Yes/No	Any action taken	Carried out by:

***If No, state what action has been taken to rectify defects.**

Significant Findings of Risk Assessments

Assessment Number	4 MR	Area/Activity	School Security and Vehicle Hazards (Market Rasen Site)	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk

Being run over or colliding with vehicles in school car park and loading/delivery area.	Pupils Staff Visitors	• At MR there is a staff car park. Staff vehicles will not enter the playground when children are on site. • Parents are not allowed to park in the school cark park unless they have permission. • Signage is in place to tell visitors not to use the car park for pedestrian access. • The car park gates are closed when children are coming to or leaving school. Closure times are 8.30-3.35. If staff need to leave between these times they use a secure passcode to exit the carpark. The gate will automatically close once car has left. • Pupils are excluded from the vehicle entrance and car park. Separate pedestrian entrances are provided for pupils and their areas are totally separated from vehicle movements • Parking and turning room is tight and care must be exercised by drivers, particularly when reversing. • Buses/Taxis park outside the school or in the school car park and drop off at the main pupil entrance. • Taxis arrive before finishing time and wait in the secure carpark and close the gates behind them. • Pupils wait in school grounds until they are escorted to taxis by taxi firm employees	Yes	

Pupils leaving school without supervision and going missing or being involved in an accident with vehicles on the road outside the school.	Pupils	• The school is securely fenced and the pupil gate is locked when children are out at play. • The field gate is locked after the last of the parents have left in the morning and is reopened at the end of the school day. • The only way onto the site during the school day is though the hand gate on Mill Road. • The only way in the building during the school day is via the accessed controlled Reception door. • Class teachers ensure that all pupils leave school at the end of the day into the care of someone on the contact form. • Pupils in Year 5 and 6 may leave site unaccompanied with permission from parents captured via Wisepay consent • Yellow lines are outside the school to stop parents from parking or dropping off.	Yes	

Significant Findings of Risk Assessments

Assessment Number	4 NCPS	Area/Activity	School Security and Vehicle Hazards. NCPS Site	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Being run over or colliding with vehicles in Village Hall car park and loading/delivery area. Slips and falls, or vehicles becoming stranded, in muddy conditions when parking in places other than the village hall car park.	Pupils Staff Visitors	• At NCPS staff and parents use the Village Hall Car Park. Pupils are excluded from the village hall car park during the school day. To get to the village hall children use the paved footpath. • The village hall car park gets busy at the beginning and the end of each day and care must be exercised by drivers. • Buses/Taxis park in the village hall car park before finishing time. • Pupils wait in the reception area until called forward and sufficient staff are provided to escort pupils safely onto the buses. • Taxis drop pupils off at the main pupil entrance. • Taxis arrive before finishing time and wait in the village hall car park. Pupils wait in school grounds until they are escorted to taxis by school employees • When the village hall car park isn't available to use, staff park on the verge by the A46. • This area can be muddy in wet conditions, so staff aim to park with front wheels on the path.	Yes	

Pupils leaving school without supervision and going missing or being involved in an accident with vehicles on the road outside the school.	Pupils	• The school is securely fenced and the pupil gate is closed and locked throughout the day. • The only way in & out during the school day after this is via the accessed controlled Reception door. • There is a door bell on the gate that is used if the gate is locked to allow access to the site. • The Early Years outdoor area is always locked when children are playing in it. • The Main playground gate is locked at all times with the electronic gate and visitors need to ask to come in. • Class teachers ensure that all pupils leave school at the end of the day into the care of someone on the contact form. • Pupils in Year 5 and 6 may leave site at the end of the day or after clubs unaccompanied with permission from parents captured via Wisepay consent. • The side gate to the A46 is always locked – staff have fob access.	Yes Yes	

Pupils taking the school supervised bus to Caistor Primary After School Club. iLearn / hand over to parents / walking home	Pupils	• Parents need to book their child onto the Caistor bus via the school office. • At the end of the day (only) those children booked on will be supervised by a member of staff onto the bus. • A member of NCPS staff gets onto the bus with those children taking the bus register with them. • Once at Caistor Primary School or other location, the member of NCPS staff accompanying will record in the bus register if the child has either walked home from Caistor PS (with Wisepay consent), been handed over to Caistor PS afterschool staff or has been picked up by a parent. Children attending iLearn at Caistor Nursey and after School provision will also be handed over by a member of staff.		

Significant Findings of Risk Assessments

Assessment Number	5	Area/Activity	Pupils' Play Activities	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
General play hazards	Pupils	• See Supervision and behaviour policies. • Playground rules drawn up and enforced by staff. • Parents are encouraged not to send their children in before 8.35. MR or 8.30 NCPS. • Staff supervise the playgrounds at break times. Adequate ratios are in place. • Ball games only permitted in designated areas and restrictions are put on the types of balls used. • Good surface maintained on playgrounds. • Hawthorne hedges kept cut back.	Yes	
Slip, trips and falls.	Pupils Staff	• Playground and outside walkways maintained in good condition. • Minor defects that do not require immediate attention to be e-mailed to the site manager at MR / SBM at NCPS to be actioned the same ASAP. • Leaves cleared up to prevent slipping hazard. • Rock salt stocked and spread on slippery areas in frost and snow conditions. Records are kept of this.	Yes	

Injuries from climbing fences surrounding the sports field to receive balls from gardens.	Pupils Staff	• The retrieval of balls from neighbouring gardens /areas by climbing fences or entering without specific permission is prohibited.	Yes	
Finger traps and collisions from outward opening doors to playground.	Pupils	• Finger guard strip fitted to the hinge side of doors. • Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps. • Drop bolts/chains/soft closers fitted to hold doors open and prevent violent closing.	Yes	

Collisions with glazing in doors and low level windows.	Pupils	• All glazing in doors and low level glazing has been safeguarded with anti-shatter film.
		• Claudia's Garden:
		  ○ If this area is being used for play the corridors windows must be closed back to the latch to ensure children cannot run into open window.
		  ○ Pupils should be managed so they are not running near the open windows
		  ○ Before opening windows from the inside ensure there are no children outside playing.
		  ○ If you see windows wide open and children playing outside please take action by addressing this with whoever is with the children.
			Yes	

Falls and bumps whilst entering school at start of the day and after breaks.	Pupils	• A closely supervised system is used to manage the pupils into the school in an orderly fashion.	Yes	

Outdoor play equipment	Pupils	• Play equipment meets requirements of European Standards for Play Equipment EN1176 and has been installed by a competent (ROSPA listed) supplier. • Annual thorough examinations take place by an independent specialist. • Formal monthly inspections are carried out by staff and records kept. • Pre-use visual checks are carried out by staff. • Pupils are closely supervised whilst using the equipment to prevent unsuitable behaviour and misuse. • Pupils must wear suitable clothes. • Equipment is not used in poor weather conditions. • EYFS outdoor equipment is checked regularly by the site manager • Specific risk assessments for Trim Trails held.	Yes	

Significant Findings of Risk Assessments

Assessment Number	6	Area/Activity	Pond Area	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Drowning in pond	Pupils	• The pond area is secured by a fence and a locked gate to prevent pupils gaining unsupervised access. Access to pond from corridor controlled by padlock on fence and lockable door from corridor. (MR ONLY) The fence at NCPS is locked with a padlock. (The fence is 1.1 metres high with 100mm spaced vertical bars in accordance with ROSPA recommendations.) • Close supervision is provided by staff during visits to the pond area. Children are never allowed in there alone. • No running is allowed in pond area. • The pond is not deep (less than 800mm) and has gradually sloping sides. This allows Staff to easily carry out a wading rescue if a pupil falls in.	Yes	
Contamination		• Hands must be washed after visit to pond area. • Hands must be washed after use of compost bins.	Yes	
Associated risks		• Tools used and stored there used under adult supervision.	Yes	

Significant Findings of Risk Assessments

Assessment Number	7	Area/Activity	School Corridors	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Pupils Staff	• Floor surfaces are lino / carpeted and maintained in good condition. • Minor defects that don't require immediate attention to be e-mailed to the site manager at MR / SBM at NCPS to be actioned the same ASAP. • Trailing cables avoided. Ensure they are pushed back into the trolley when they are being moved. • Main corridors kept clear and at least 1 metre clear passage route maintained in other corridors. • Resource trolleys to be kept tidy • Deliveries to be kept out of main walkways and moved as soon as possible. • Wet signs in place if floor is cleaned	Yes	.
Pupils colliding with one another.	Pupils	• No running allowed in the school and good pupil discipline maintained. • Children to always walk on the left.	Yes	
Lacerations from the breaking of glazed panels in corridor fire doors.	Pupils Staff	• Anti shatter film fitted to wired glazing panels to prevent serious lacerations if glass is broken.	Yes	

Finger traps in hinge side of corridor fire doors.	Pupils	• Finger guard strip fitted to the hinge side of doors. • Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps.	Yes	
Lockers	Pupils/Staff	• Pupils to be briefed on safe use of lockers. • Locker doors to be properly closed to avoid head injuries. Monitors from each class ensure lockers are kept closed. • Trailing drawstrings from lockers to be rectified.	Yes	
Windows and Doors in Quad Corridors	Pupils/Staff	• All doors have finger guards to prevent trapped fingers. • All doors have hooks so they can be held open to avoid slamming. • Windows DO NOT have finger guards on. The site manager has ensured the resistance is tight enough to prevent windows closing in the wind or bring closed on children. • Children must not put their hands in the hinge gaps of the windows. • The site manager will regularly check the windows resistance is enough to prevent trapped fingers. • Staff should avoid opening doors and windows in high winds. • When opening corridor windows staff must ascertain if there are children playing outside. If they are they should only open to the latch and inform the adult outside they windows have been marginally opened. • Information for staff supervising Claudia's garden can be found in RA 5.		

Significant Findings of Risk Assessments

Assessment Number	8	Area/Activity	Classrooms / Library / Nest	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
All	Pupils	• Staff to conduct HSE classroom checklist annually. Findings reviewed by Executive Head Teacher and Health and Safety Governor.	Yes	
Slips, trips and falls.	Pupils Staff	• Floor surfaces carpeted and maintained in good condition Minor defects that don't require immediate attention to be e-mailed to the site manager at MR / SBM at NCPS to be actioned the same ASAP. • Furniture and equipment organised to provide clear walkways. • Trailing cables avoided.	Yes	
Falls from heights whilst putting up displays.	Staff	• Max height of displays is 3.0 metres. • Chairs shall not be used for putting up displays; stepladders are readily available in all areas.	Yes	
Falls from heights whilst reaching items on upper shelves in store rooms and falls of items from shelves.	Staff	• Max height of shelves is 1.85 metres. • Chairs shall not to be used; step stools and stepladders are readily available in all areas. • No climbing on boxes or up racks. • Items stored carefully on shelves to prevent falls.	Yes	

Cables and plugs in the light room- fibreoptics wires, drop down box.	Pupils staff	• Children not allowed in there on their own • Plugs above head height or inside box • Gate on the door so no one can enter unsupervised. • Cables put away		
Manual handling boxes of paper/books, trays of lunch boxes and other items for teaching.	Staff Pupils	• Most items weigh below 15kg. • Larger loads can be split down to reduce weight or assistance obtained from other staff. • Staff have been provided with manual handling training to reduce the risk of injury. • Barrows and trolleys are available and assistance is available. • Staff ensure that any manual handling carried out by pupils is well within their capabilities.	Yes	
Electricity	Staff Pupils	• Low risk office type electrical equipment used, most is modern double insulated equipment for audio and visual aids. • Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist attached. • Electrical equipment inspected and tested annually. • Electrical installation inspected and tested every 5 years. • RCD protection to be used when using main equipment outdoors.	Yes	
Lacerations from the breaking of glazed panels in windows and doors.	Staff Pupils	• Anti shatter film fitted to glazing panels in doors and any windows below 800mm. to prevent serious lacerations if glass is broken.	Yes	

Finger traps from doors.	Pupils	• Finger guard strip fitted to the hinge side of doors. • Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps. • Drop bolts fitted to outward opening doors to hold doors open when required to prevent violent closing.	Yes	
Burns from 'Baby Belling' electric oven & hotplates	Pupils	• The 'Baby Belling' is used regularly for Cooking in the Curriculum lessons. (NCPS only) • Pupils do not handle hot items and are closely supervised and kept well clear during demonstrations and cooking.	Yes	
Legionella bacteria in water system supplying sinks	Pupils Staff	• Cold water supplies only at the sinks – limiter on taps • Aerosol generation is low. • See separate Legionella assessment.	Yes	
Fire	Pupils Staff	• See separate fire risk assessment.	Yes	
Food poisoning	Pupils Staff	• Where fridges are in class they will be cleaned and defrosted regularly by site staff. • Thermometers will be in fridges to ensure they are at the correct temperature (Below 5c) • No out of date consumable items to be stored or used.		

Significant Findings of Risk Assessments

Assessment Number	9	Area/Activity	PE Activities	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Injuries from grounds maintenance activities	Staff Pupils	• School activities do not take place whilst contractors are mowing the grass and carrying out other grounds maintenance work.	Yes	
General PE activities	Pupils	• PE safety rules have been drawn up and all activities are closely supervised by staff and carried out in accordance with PESSPA guidelines. • Outside pitches and equipment are checked prior to use.	Yes	
Gym equipment: Wall bars, ropes benches, stands, agility tables, vaulting boxes, and mats.	Pupils	• All equipment inspected annually by independent specialists and repaired or replaced where necessary to prevent danger. • All activities closely supervised by staff and carried out in accordance with PESSPA guidelines.	Yes	

Manual handling gym equipment i.e. benches, vaulting box, stands, agility tables and mats etc.	Staff Pupils	• Team lifts used to reduce risks. • Larger loads are split down where possible to reduce weight. • Staff have been provided with manual handling training to reduce the risk of injury. • Trolleys provided for gym mats and these only moved by two persons because of the high weights involved. • Pupils carry items in teams to reduce risks. • Staff ensure that any manual handling carried out by pupils is well within their capabilities.	Yes	

Significant Findings of Risk Assessments

Assessment Number	10	Area/Activity	Hall, Village Hall and Beeches	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Pupils Staff	• Polished wood block floor is kept in good condition and not excessively slippery. Village Hall at Nettleton. • Trailing cables avoided or covered. • Equipment store kept tidy to reduce risks of falls. • Spillages and food droppings from meal times are cleaned up promptly.	Yes	
Falls from heights whilst putting up displays.	Staff	• Max height of displays is 3 metres. • Suitable length aluminium stepladders/elephant foot/stools are provided. • Stepladders are checked regularly and records kept, see attached sheet. • General rules for the use of stepladders have been drawn up (attached). • Only staff who are physically fit and comfortable using and stepladders carry out this work. • At least two staff carry out this work to reduce risks from manual handling/falls and to keep persons clear whilst the work is going on.	Yes	

Falls from temporary stage	Staff Pupils Visitors	• When temporary staging is used staff are cautious of the height. • Staff will ensure staging doesn't impede fire escape access. • Physical barriers will be in place to ensure children cannot fall off the side/back of the stage / steps for safety. • Pupils supervised closely when on the stage and mats put down the sides of the stage.	Yes	
Putting up and taking down stage.	Staff	• Where possible the site manager will put up and take down the stage following the operating instructions. Village Hall committee staff only to put up stage at the Village Hall. • If staff put up/take down the stage they must have been shown how to by the site manager.		
Manual handling chairs and tables for meal times.	Staff	• Hall tables (foldable) to be used following the instructions. Staff to be aware of finger trap hazard and toppling over. Children not to be present when tables are being moved, opened or closed. • Hall tables are serviced annually to ensure no issues with safe operation. • Staff have been provided with manual handling training to reduce the risk of injury.	Yes	

Electricity	Staff Pupils	• Low risk office type electrical equipment used, most is modern double insulated equipment for audio and visual aids. • Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist attached. • Electrical equipment inspected and tested annually. • Electrical installation inspected and tested every 5 years. • RCD protection to be used when using main equipment outdoors.	Yes	
Lacerations from the breaking of glazed panels in windows and doors.	Staff Pupils	• Anti shatter film fitted to glazing panels in doors and all windows in the Hall to prevent serious lacerations if glass is broken during PE activities.	Yes	

Injuries arising from whole school assemblies/collective worship in the Hall / Village Hall	Staff Pupils	• Pupils are led in/out in class groups and closely supervised by staff. • Good pupil discipline is maintained because space is tight. • Pupils sit cross-legged on the floor close up to one another and do not move until instructed by staff. • Clear routes are maintained around the sides and back of the Hall to allow staff to move around without tripping over or stepping on pupils. • An adequate number of exits are provided and a clear route is maintained from the corridor to the stage. • The maximum time of whole school assemblies/collective worship is less than 1 hour. • Holes covered in floor for PE equipment with tape to prevent children touching them.	Yes	
Finger traps and collisions from doors.	Pupils	• Finger guard strip fitted to the hinge side of doors. These are checked weekly and records kept. • Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps. • Drop bolts fitted to outward opening doors to hold doors open when required to prevent violent closing.	Yes	

Fire		• Candle used for collective worship to be within heavy fireproof candle holder – MR / LED candle used • Safety lighter to be used only by adults and kept securely. • Staff to be mindful of children with long hair when near to the candle. • Fire extinguisher in hall / Village Hall Also, See separate fire risk assessment.	Yes	

Significant Findings of Risk Assessments

Assessment Number	11	Area/Activity	Offices (Admin/SLT/SEN/HT/PPA)	Carried out by	Teaching and Admin Staff	Date	21/01/26

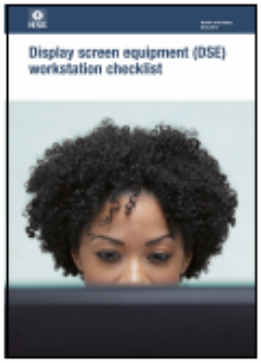
Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Staff	• Floor surfaces carpeted and maintained in good condition. Minor defects that don't require immediate attention to be e-mailed to the site manager at MR / SBM at NCPS to be actioned the same ASAP. • Furniture and equipment organised to provide clear walkways. • All cabling positioned at rear of workstations to avoid the need for trailing cables.	Yes	
Computer workstation issues.	Office workers	• Workstation has been assessed and meets the minimum requirements of the DSE Regulations. • DSE user has used HSE DSE checklist. (Annually) and reported any issues to the Ex Ht. • Changes of activity take place naturally to reduce the onset of fatigue.	Yes	

Manual handling boxes of paper/books.	Staff Pupils	• Most items below 15kg. • Larger loads can be split down to reduce weight or assistance obtained from other staff. • Staff have been provided with manual handling training to reduce the risk of injury. • Barrows and trolleys are available and assistance is on hand for larger items.	Yes	
Electricity	Staff Pupils	• Modern computer equipment is provided all of which is permanently sited with the mains cables organised to reduce the risk of damage. • Electrical equipment inspected and tested annually. • Electrical installation inspected and tested every 5 years.	Yes	
Photocopier	Staff	• Modern photocopier marked with CE as a declaration of conformity to essential safety standards. • Non hazardous toner used which is in cartridges designed to avoid toner contact with the skin. • Photocopier serviced and maintained by suppliers. • Ventilation provided to prevent the build of heat and fumes.	Yes	
Scalds (kettle) MR Only		• Kettle to be used correctly and area kept clear. • Children not usually allowed in office.	Yes	
Fire		• See separate fire risk assessment.		

HSE

Health and Safety Executive

Display screen equipment (DSE) workstation checklist



This is a web-friendly version of *Display screen equipment (DSE) workstation checklist* published 05/13

Workstation location and number (if applicable):	.....
User:	.....
Checklist completed by:	.....
Assessment checked by:	.....
Any further action needed:	Yes/No
Follow-up action completed on:	.....

The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

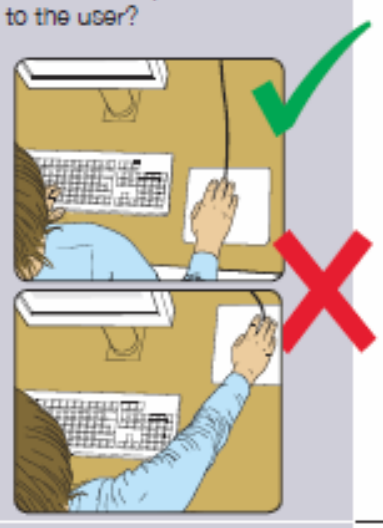
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', eg on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

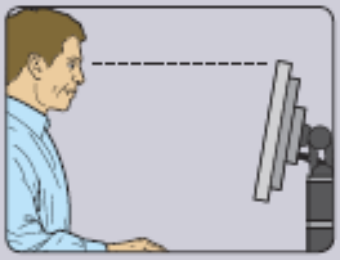
Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide*.

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
1 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in	
Is it possible to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?			Training can be used to prevent: ■ hands bent up at the wrist; ■ hitting the keys too hard; ■ overstretching the fingers.	
Are the characters clear and readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
2 Mouse, trackball etc				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 			Most devices are best placed as close as possible, eg right beside the keyboard. Training may be needed to: ■ prevent arm overreaching; ■ encourage users not to leave their hand on the device when it is not being used; ■ encourage a relaxed arm and straight wrist.	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (eg of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
3 Display screens				
Are the characters clear and readable? Health and safety Health and safety			Make sure the screen is clean and cleaning materials are available. Check that the text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, ie free of flicker and jitter?			Try using different screen colours to reduce flicker, eg darker background and lighter text. If there are still problems, get the set-up checked, eg by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt? 			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: ■ swivel/tilt is absent or unsatisfactory; ■ work is intensive; and/or ■ the user has problems getting the screen to a comfortable position.	

4

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the screen free from glare and reflections?			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	
4 Software				
Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	

Significant Findings of Risk Assessments

Assessment Number	12	Area/Activity	Staffroom	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Staff	• Floor surfaces carpeted and maintained in good condition. • Minor defects that don't require immediate attention to be e-mailed to the site manager at MR / SBM at NCPS to be actioned the same ASAP. • Furniture arranged to keep walkways clear. • Items not stored on floor in places that could cause trips and falls. • Any defects e-mailed to Site manager or SBM to be rectified.	Yes	
Electricity	Staff	• Modern electrical equipment used. • Implements not to be used to remove things from toaster. • Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist. • Electrical equipment inspected and tested annually. • Electrical installation inspected and tested every 5 years.	Yes	

Scalds/burns from kettle and microwave oven.	Staff	• Careful use by staff to ensure hot water is not spilled or splashed whilst filling cups. • The instructions on all prepared meals to be followed. • Oven cloths used to avoid burns from hot items. • Care to be used to ensure metallic items are not placed in the microwave oven.	Yes	
Cuts from sharp knives	Staff	• Clean knives kept in a jar with points downwards. • Knives not left in washing up water and no sharp knives in the staff room. • Code on door so children cannot gain access. Code not shared with children. Door always to be closed behind staff.	Yes	
Food contaminator	Staff	• Fridges cleaned regularly by site staff • Staff not to allow out of date food to remain in fridge. • Fridge has a thermometer checked regularly to ensure correct temperature.	Yes	
Fire		• See separate fire risk assessment.	Yes	

Use of Cooker	Staff Children	• A domestic oven was installed in the staffroom in Autumn 2019 to support cooking in the curriculum. • Visual risk assessment must be done of floor and area around cooker to prevent trips and slips. • Children must be kept back from the oven whilst it is in use. • Children must not use this oven unsupervised. • Nothing should be stored/left on the hob (paper/books etc) to reduce the risk of combustion. • Oven gloves are provided to safely take items in/out of the cooker. • Member of staff involved in the cooking is to ensure the oven is off at the end of the session. • Oven manual is available in the staffroom if needed. • Site manager will ensure oven is regularly cleaned. • Copy of this RA to be near cooker.	Yes	
Use of Pans on Cooker Top		• Lifting pans, tins etc will only be done by an adult. • Appropriate supervision will be in place. • Pan handles should not overhang the cooker. • Adequate space to be made around the oven at all times when handling hot items.		

Significant Findings of Risk Assessments

Assessment Number	13	Area/Activity	Design & Technology Activities.	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Cuts from the misuse of hack saws and snippers. Penetration injuries to eyes and skin from the misuse of screwdrivers. Injuries from the misuse of hammers. Injuries from misuse of hand drills. Burns from glue guns.	Pupils	• Pupils' Health and Safety rules will be made clear to the staff member taking the session. • Close supervision is provided to maintain good pupil discipline. • All tools are kept securely, checked before use and counted out and in. • Non hazardous materials are used. • Low hazard hand tools are used. • Need to ensure aprons are worn during lessons when deemed necessary. • Loose clothing is tucked in and long hair tied back where necessary to prevent entanglement and contact with glues etc. • Adequate space is arranged between pupils. • Safety spectacles are worn where there is a risk of eye injury. • Only low temperature glue guns are used.	Yes	

Significant Findings of Risk Assessments

Assessment Number	14	Area/Activity	Science Activities.	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Burns from hot materials and substances. Low hazard substances and organisms. Low voltage electricity. Insects and small animals.	Pupils Staff	The 2014 National curriculum is followed in school. Staff routinely risk assess anything that might be hazardous. This will either be reported to a subject leader or on a risk assessment form. The advice and guidance detailed in the CLEAPSS Primary Science Publications can be found at http://www.cleapss.org.uk/primary/primary-resources/primary-resources-customisable-documents	Yes	

Significant Findings of Risk Assessments

Assessment Number	15	Area/Activity	Educational Visits and Trips.	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Travel and activity hazards dependent on type of visit. Pupils going missing whilst on visits and trips.	Pupils	• Control measures and supervision levels are decided by a specific risk assessment for each visit which incorporates regular head counts etc. • The advice and guidance from Evolve is followed. • The County Councils Evolve advisor is available to give guidance and assist with specific risk assessments. • An 'Educational Visits Co-ordinator' has been trained and appointed for the school and all visits are subject to their approval. • Only licensed activity centres are used, these all have independently verified risk control systems for the activities provided. (Risk assessments for the travel and accommodation elements are carried out by the school where these centres are used.) • Most visits have been carried out many times before and the control measures have been developed through experience. • On new trips, staff carry out exploratory visits without pupils to help assess the risks.	Yes	

Road traffic hazards when using a minibus.	Pupils and Staff	• A modern minibus is rented which is equipped with forward facing seats and lap and diagonal seat belts. • The minibus serviced twice a year in accordance with the manufacturer's instructions. • 'Weekly' or 'before long journey' safety checks are carried out in accordance with the manufacturer's instructions and recorded. • Staff attend a course provided by the minibus provider. • Training and assessment of drivers is repeated every 3 years. • Driving licenses are checked annually and drivers declare their licence is valid before each journey.	Yes	

Significant Findings of Risk Assessments

Assessment Number	16	Area/Activity	Clay Work	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Manual handling hazards associated with the packs of clay.	Staff	The Caretaker uses a barrow to move deliveries of clay to where it is used. Max 12.5 Kg packs purchased to reduce manual handling risks to staff. Clay is cut into smaller lumps to reduce manual handling risks.	Yes	
Hazards from contact with wet clay.	Pupils	Aprons worn to keep clay off clothes. Hands washed thoroughly after working with clay. Close supervision by staff.	Yes	
Dust from dried clay	Pupils	Dried clay objects are not abraded. Clay areas are thoroughly wet mopped after use to reduce dust.	Yes	
Glazes	Pupils Staff	Only low hazard, ready mixed wet glazes are used. Pupils are closely supervised whilst using glazes. Hands washed thoroughly after working with glazes.	Yes	
Fire		See separate fire risk assessment.		

Significant Findings of Risk Assessments

Assessment Number	17	Area/Activity	Pupil's Toilets.	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Pupils	• Floor surfaces maintained in good condition and any spills cleaned up promptly to reduce risks of slips. • Cleaning staff to use wet floor signs when floors have been cleaned.	Yes	
Scalding from hot water taps.	Pupils	• Water temperature kept to a suitable temperature. • Water temperatures checked regularly.	Yes	
Hygiene	Pupils	• Soap and is always in stock. • Children encouraged to wash hands using soap after going to the toilets. • Hand dryers are in all toilets. • Signs in toilets to remind children to wash their hands. • Pupils always wash hands before eating lunch.		
Fire		• See separate fire risk assessment.	Yes	

Significant Findings of Risk Assessments

Assessment Number	18	Area/Activity	Work Related Stress	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
General work related stress issues	Staff	The general measures to reduce the risks of work-related stress are to: • maintain an open and understanding management style • provide staff with the skills, training and resources they need • treat staff fairly and consistently • communicate openly, especially in times of change • provide support and counselling facilities where appropriate • encourage staff to report any work situation causing intense or sustained levels of work-related stress.	Yes*	*Generally the measures in place are considered adequate. A specific risk assessment to be carried out if individual staff members have problems.

Abuse and harassment from pupils and parents		• Support from other staff is available at times when problems are likely to occur. • Staff are instructed to report all incidents of verbal abuse, threats or actual assaults so that action can be taken against those involved. This information will be used to develop future strategies.	Yes*	
Workloads		• Individual issues to be discussed with the Head teacher. • Re-allocation of duties and supply assistance will be considered where necessary to help with special projects/peaks of demands.	Yes*	

Significant Findings of Risk Assessments

Assessment Number	19	Area/Activity	Violence at Work	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Violence and abuse from pupils, parents and other persons.	Staff	• The school grounds are fenced; access to the school is only possible during the school day via the access controlled Reception door. • Visitors must report to Reception to enter the premises and given an identification badge. Green denotes up to date DBS check and Yellow no DBS. • Staff are encouraged to be alert for the presence of strangers on the premises and to challenge when they feel it is safe to do so or report if this is not the case. • Majority of staff are trained in team teach techniques which help minimise confrontational behaviour. • Staff are instructed to report all incidents of verbal abuse, threats or actual assaults and this information will be used to devise future strategies. • Support from other staff is available at times when problems are likely to occur. • Staff who experience verbal abuse or assault at work will be treated sympathetically and given support to help overcome the experience.	Yes	

Significant Findings of Risk Assessments

Assessment Number	20	Area/Activity	Contractors' Activities	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Vehicle and construction hazards.	Staff Pupils	• All work carried out by contractors is planned in advance and meetings take place to agree the risk control measures necessary. A summary of the risk control measures is recorded. • Advice and guidance is obtained from LCC property advisors when necessary. • Wherever possible construction and major maintenance work is undertaken at holiday times. Where this is not possible effective separation of the work from school activities is maintained by restricting access to affected areas and the use 'Heras' type fencing. • All contractors must report to Reception and sign in on the 'Contractor's Signing-In Sheet' before work of any sort commences. • The Head teacher monitors the work of contractors to make sure they keep to the agreed risk control measures.	Yes	

Significant Findings of Risk Assessments

Assessment Number	21	Area/Activity	Working Alone	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Being injured or becoming unwell and not being able to summon assistance.	Staff	Working alone on the premises is avoided where possible, where not the following measures are implemented: • the school is secured to prevent unauthorized persons entering • high hazard work such as using stepladders is not to be carried out • a mobile phone to be kept readily available to summon assistance if required. • it is the responsibility of the staff member working alone to ensure another person knows they are doing this (work colleague/family/friend) verbally, by electronic message (text/Whatsapp) or phone call and to let them know when the period of working alone is over.	Yes	

Significant Findings of Risk Assessments

Assessment Number	22	Area/Activity	Moving and Handling Assistance for Pupils with Special Needs	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk

Injuries from assisting pupils:
• to move around the school
• with personal care
• to on/off transport
	Staff
	Pupils
		• Specific assessments of the moving and handling needs of pupils are carried out before starting at the school. Where necessary advice and guidance will be obtained from parents, the Health Authority and the Moving and Handling Co-ordinator at St Francis Special School in Lincoln. From the assessment moving and handling plans are devised and recorded in the pupil's care plan. These assessments are reviewed each term or when significant changes occur.
		• The general principles of the care plans are to avoid hazardous moving and handling where possible by the use of hoists/slings, tail hoists on vehicles etc. and where appropriate encouraging pupils to move themselves or by re-organising activities.
		• Where avoidance is not possible measures to be implemented to reduce the risk of injury such as
		  • training for staff and drivers/escorts
		  • team lifts
		  • wheelchair ramps
		  • transfer boards, handling belts, sliding sheets, turntables, etc.
			Yes	

Fire	Pupils	Specific fire safety plans are devised where necessary to ensure pupils with special needs can evacuate in the case of a fire or go to an area which is effectively protected from fire	Yes	

Significant Findings of Risk Assessments

Assessment Number	23	Area/Activity	Initial Risk Assessment for Expectant Mothers	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
School activities, substances and processes.	Expectant mother and unborn child	• No substances, processes or activities are present within the school that are likely to harm an unborn child prior to an employee knowing they are expecting. Therefore women of childbearing age do not have to be excluded from any activity. • Staff are encouraged to report to the Head teacher immediately they are aware they are pregnant so that an individual risk assessment can be carried out. LA forms used for risk assessment.	Yes*	*Individual Local Authority staff risk assessments to be carried out when pregnancy is notified.
Manual handling		• Expectant staff shall not attempt carry out any heavy lifting tasks. Items to be split down into smaller units where possible and assistance to be obtained from colleagues where necessary.	Yes	
Falls from heights whilst accessing storage racks and putting up displays.		• Expectant staff shall not use stepladders.	Yes	
Violence from pupils or others.		• Expectant staff will be excluded from activities that involve foreseeable violence from pupils or others.	Yes	

Infections such as German Measles, Chickenpox and Slapped Cheek Disease		• Specific advice to be obtained from the County Council's Occupational Health Service and the staff member's GP if these illnesses are reported within the school.	Yes	

Significant Findings of Risk Assessments

Assessment Number	24	Area/Activity	Boiler Room	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Hot pipes	Staff	Locked Door No entry to unqualified persons. Insulated pipe work	Yes	
Gas	Staff/pupils	Regular checks of gas by LA provider.	Yes	
Oil	Staff/Pupils	Regular checks of oil systems and pipes by LA provider.	Yes	
Steep Stairs (MR ONLY)	Staff	Door to be locked at all times. No access to unqualified persons No items to be stored on the stairs.	Yes	
Fire	Staff/pupils	No combustibles to be stored in boiler room area. No storage in boiler room	Yes	

Significant Findings of Risk Assessments

Assessment Number	25	Area/Activity	Cloakrooms/Cloak areas in classes	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Step into cloakroom	Children	• Children not allowed to run in school.	Yes	
Slippery surfaces	Children	• Signs in use when floors are wet. • Wet floors to be reported to site manager or office staff if site manager is not in. • All staff deal with spills etc.	Yes	
Hooks on walls	Children	• Limited number of children in room/areas at each time • Lockers now in place for all children in Martins / Merlins / KS2 / Class 3.	Yes	
Door openings	Children	• Finger Guards on doors preventing danger	Yes	
Sharp corners or radiator shelf.	Children	• Limited number of children in cloakroom.	Yes	
Items on floor	Children/ adults	• Large lost property boxes purchased. • Children encouraged not to leave items on floor. • Staff to address items on floor.	Yes	

Significant Findings of Risk Assessments

Assessment Number	26	Area/Activity	Trim Trails	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Wet/Icy	All	• Level of slip to be assessed • If it is deemed too wet or icy then the Trim Trail is not to be used.	Yes	
Trim Trail Sections	All	• Pupils are all instructed during a directed session how to use the trim trail by teacher.	Yes	
Children on the trim trail (Number)	All	• Pupils are instructed as to how many pupils are allowed on each piece of the trim trail.	Yes	
Height	All	• None of the trim trail exceeds 600mm due to this the well-maintained grass is adequate for them to fall onto (1000mm CFH). Pupils are not allowed to climb on or up any of the supporting beams as they exceed this height.	Yes	
Collision from other activities	All	• A 1.5m buffer zone has been issued around the trim trail and will be adhered to at all times. Any activity that is set up around or near the trim trail has to be outside of this buffer zone.	Yes	
Younger children using the Trim Trail	All	• No under 3's are permitted to use the trim trail due to the nature of the equipment. This adheres to the manufacturer's instruction.	Yes	
Defects to the equipment	All	• The trim trail is to be checked on a monthly basis for any structural or manufacturing defects. This is then logged in the monitoring book.	Yes	

Suitable footwear	All	• Children's footwear is to be visually checked for suitability on the Trim trail. Children should wear shoes with grip-i.e. trainers or similar.	Yes	

Significant Findings of Risk Assessments

Assessment Number	27	Area/Activity	School Field (MR)/ Grassed Areas (NCPS)	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Uneven Ground, Mole Hills/Rabbit holes	All	Site Manager/contractors to remedy mole hills/mole holes. Field to be out of use when this is a problem	Yes	
Potential of litter/glass from shared boundary.	All	Adults on duty to check by a visual risk assessment. Site manager to clear on a regular basis.	Yes	
Trees	Pupils All	Children are not to climb trees. Contractors to check for loose branches	Yes	
Wire fence at boundary of field.	All	Visual check of wire fence at regular intervals.	Yes	
Toys from playground	All	Children to be reminded to play with the toys in the way they are intended. Children to be encouraged to put away unused toys.	Yes	
Fungi	All	All informed not to touch and made aware of risks	Yes	
Risk of absconding	Children	Adequate supervision ratios External gates to be secured as agreed Staff to be vigilant	Yes	
Supervision of field at lunchtime (MR Only)	Children	School field to be partitioned with cones to allow an area small enough to be managed by staff on duty.	Yes	
Compost Bins, adjacent to EY dining hall (MR Only)	All	No children to be in this area and regular site checks.	Yes	

Significant Findings of Risk Assessments

Assessment Number	28	Area/Activity	Photocopier room / Area	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Laminator	All	Only to be used as per instructions. Must be turned off when not in use-do not warm up and go away. Must be PAT tested annually. Children may not use.	Yes	
Guillotine	Adults	Children not to use this equipment. Finger guard must be kept in place.	Yes	
Clutter on floor	All	Rubbish must be discarded frequently-e.g. empty photocopier boxes. Floor to be kept clear of clutter	Yes	
Photocopier	All	Do not try to service machine-Report to office staff to contact engineer. Follow instructions to clear jams etc.	Yes	
Items on shelving	All	Step stool to be used to bring things from higher shelves. Books to be stacked safety	Yes	

Significant Findings of Risk Assessments

Assessment Number	29	Area/Activity	Storage Containers	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Heavy doors without finger guards	Children, Staff	Children to not open or close the container or be near the container when it is being opened or closed?	Yes	
Children being locked in container	Children	Children not to be near the container when it is opened or closed. Staff to check the container is empty before locking. Container never to be left open and unattended.	Yes	
Opening mechanism	Staff	Staff who need to open the container will be shown how to do it safely by the site manager.	Yes	
Equipment falling	Staff Children	Equipment to be in boxes or on shelves securely / fasten to walls / stacked safely Children to not be allowed in the containers	Yes	

Significant Findings of Risk Assessments

Assessment Number	30	Area/Activity	Hot water Management Plan	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Water heaters in unsupervised areas	Children	All water heaters in pupil areas now have TMVs fitted in order that the temperature is safe. Temperatures checked on a monthly basis by external contractor.	Yes	
Water heaters in supervised areas. In some classrooms TMVs are not fitted to the water heaters and the temperature of the water can be hot.	Children	Staff to supervise the use of sinks in classrooms. Signage around wet areas where the water is high to inform children and staff that the water may be hot. Staff have been briefed on their responsibility. This is updated in annual reviews of the H&S policy.	Yes	As and when possible all heaters will be replaced with TMV fittings.
Water heaters in adult toilets	Adults	Signage around sinks where the water is high to inform staff that the water may be hot.	Yes	

Significant Findings of Risk Assessments

Assessment Number	31	Area/Activity	Travelling to Village Hall	Carried out by	Teaching Staff / Ex HT / HOS / SBM	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Children walking from the school to the village hall. Vehicle movement.	All	Staff and children to use the pedestrian path from the school gate to the village hall and not cut across the pebbled car park surface,	Yes	
Losing children.	Children	Children are lined up to go to the village hall and walked over in a controlled fashion. Children are not allowed to go between the hall and school without an adult present.	Yes	

Significant Findings of Risk Assessments

Assessment Number	32	Area/Activity	Driving for Work	Carried out by	AS/CF	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Staff Driving for work may not have correct qualifications.	Drivers	Driving License is checked annually. Insurance information, stating business insurance, is checked annually.	Yes	
Vehicle may not be suitable for activity	Drivers Children	MOT for vehicle checked annually Vehicle is checked on a regular basis for cleanliness when food is being delivered by SBM.	Yes	
Accident whilst driving	Drivers	Drivers to follow road rules and drive to the conditions of the roads. Drivers to have a mobile phone to be able to make contact in the event of an emergency. Office staff at both schools aware of leaving and expected arrival times. Office staff will raise the alarm if the driver doesn't arrive by the expected time.	Yes	
Breakdown whilst driving	Drivers	Driver will contact school office to arrange recovery. Driver to wait somewhere safe whilst awaiting recovery.	Yes	
Weather Conditions	Drivers	In the case of snow and Ice a decision will be made between the Driver, School Business Manager and Executive Headteacher if it is safe to drive. If not emergency food provision plan to be invoked.		

Significant Findings of Risk Assessments

Assessment Number	33	Area/Activity	Students and Work Placements	Carried out by	AS/NA/DJ	Date	21/01/26

Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Person poses a safeguarding risk to our pupils	Children	• Work Experience students who are at school will come with recommendation of suitability from their school setting. [ ] • Students from colleges and Universities will have confirmation of safeguarding checks from institution. [ ] • Work experience not coming from a school or recognised institution will follow the usual DBS procedure. [ ]	Yes	

Health and Safety of student	Student	• The student will have health and safety induction. [ ] • The student will agree to take reasonable care of their own health and safety [ ] • Students are encouraged to make safe any hazard they see (e.g spill) or report it to a named person. [ ] • The student will be made aware of fire evacuation and lockdown procedures. [ ] • Fire risk assessment is in place. [ ] • Student will know how to report any health and safety concerns and to whom. [ ] • PPE is provided as required e.g gloves and aprons for cleaning. [ ]	Yes	
Student not being aware of safeguarding procedures	Children	• Upon induction student will be made aware of safeguarding information including who the DSLs are and how to report any concerns. [ ] • Students made aware of how to report concerns about DSLs or HT to LADO. [ ]	Yes	
Student being alone with children	Children	• Students will not work along with individuals or small groups of children. [ ] • Safer working practices to be followed. [ ]	Yes	
Student working beyond their physical capabilities	Student	• Student to not take part in any significant manual handling duties. [ ] • Students not to lift anything that is heavy or awkward to handle. [ ] • Age, maturity, special needs, aptitude, ability and attitude to be taken in to account when assigning tasks. [ ] • Students given appropriate breaks and know which welfare rooms they can use. [ ] • Students not to use ladders. [ ]		

Use of technology	Student/ Childre /Reputatio nal	• Student made aware of the AUP. [ ] • Student aware that they must not have online communication with any pupil at school via social media. [ ] • Student aware that they cannot have their phone in a public are in school and cannot video or photograph any aspect of the school day on a personal device including children. [ ] • Staff to monitor use of technology. [ ]	Yes	
Use of machinery	Student	• Student should not use any machinery that requires training or could be considered dangerous. [ ] • If the student needs to use machinery (for example work experience in the school kitchen) full training and specific risk assessment to be created. [ ]	Yes	
Injury or illness of student	Student	• First aider always available on site. [ ] • Any pre-existing conditions to be shared with school to ensure capability to support if necessary-e.g. nut allergies, epilepsy etc. [ ] • Pregnancy should be reported so a separate risk assessment can be completed. [ ]	Yes	
Use of equipment	Student	• Student to be shown how to use any equipment safely (photocopiers, paper cutters etc) [ ] • All electrical equipment has annual PAT test. [ ] • Students are not to bring in their own electrical equipment. [ ] • Students are not to, or attempt to, repair any electrical equipment. [ ]	Yes	
Smoking	Student Children	• Student is aware that smoking and vaping are not allowed on school grounds. [ ]	Yes	

Site Security	Student	• Student to sign in and out each day. [ ] • Student to tell mentor if they intend to leave site in the school day. [ ] • ID badges must be worn at all times. [ ] • Student is aware not to share any door codes they may given. [ ] • Student is aware they must not prop external doors open. [ ]		
Medicines	Children	• Students not to administer first aid or medicines to pupils. They should be directed to a qualified first aider. [ ]		
Quality Assurance	Student	A copy of this risk assessment to be signed and dated by student and assessor to record understanding. [ ] Student: Assessor: Date:	Yes	

Fire Risk Assessment Market Rasen Site

Record of the Significant Findings

January 2026

Complied in conjunction with HM Government Fire Safety Risk Assessment for Educational Premises 2006. To be read alongside latest Lincolnshire Fire and Rescue Risk Review (January 2021)

Premises and Description

Market Rasen Church of England Primary School

- Four block school (see plan below) with single floor teaching areas.
- Staffroom, Library, ICT suite and storage areas.
- Brick and plaster traditional construction, see plan attached.
  1) Main building
  2) Swimming Pool
  3) Early Year Annex
  4) Library

Evaluation of the Risk of a Fire Occurring

- **Combustible materials and flammable liquids/gas hazards on site**

  - **Main Site**

- Pupil's coats and outdoor clothing
- Books, papers, cardboard/paper displays,
- Carpets, some foam filled chairs,
- Waste paper/packaging,
- Christmas decorations during Dec/Jan.
- Cleaner's cupboard contains flammable pressurised containers e.g polish sprays.
- Paper displays of children's work / resources

  - **Site Managers Store Away From Main Building**

- 14kg Calor Gas Tank
- 2 litres of petrol (maximum) for petrol blower
  - Note: No ignition sources are in the site managers store (no electricity/flames/ smoking not permitted/ petrol blower not started inside store)

- **Swimming Pool**

- Chlorinated Granules (Troclose sodium, dehydrate
- Soperklar (Quanternary ammonium compounds)
- PH Plus (Sodium Carbonate)
- PH Minus (Sodium hydrogen sulphate)

SEE APPENDIX 3 for COSHH firefighting advice

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B) Source of Ignition Hazards

- Fixed and portable electrical equipment.
- 4 gas fired boilers for the hot water radiator central heating system.
- Domestic hot water is from fixed electric water heaters.
- Cooking appliances: microwave cooker and kettle in the Staffroom and 'Baby Belling' electric ovens that are used occasionally in classes for simple cookery.
- Lighter is used to light a candle in collective worship. This is done under strict adult supervision. Lighter is kept in locked or occupied office when not in use.
- School kitchen situated at the back of the hall.
- Light fittings / Lamps
- Vandalism. Site is kept secure when not in use. Bins always kept away from main building.

C) Sources of Oxygen

- No oxygen cylinders or other such like kept on site.
- If a child were to need an oxygen cylinder in school a risk assessment would be undertaken.

Identify People at Risk

- Pupils aged between 4-11
- Staff
- Visitors

No one group is particularly at risk from fire however people who are at more risk include:

- **Youngest children:** Age and levels of understanding: Our reception children (4-5) have a lower child to adult ratio to ensure additional support and guidance in the event of fire.

- **EAL children**: May not be able to follow instructions: Teachers will pay particular attention to them in Fire Drills to ensure they know the routines.

- **Visitors:** May not know the site: Usually all visitors are accompanied by school staff. If visitors are left alone signage is in place to support their exit of the building. Supply teachers given a pack with emergency evacuation procedures upon induction.

- **Disabled children/Staff-**We have none at present but if we did they would have a risk assessment that would cover leaving the building in the result of an emergency. This would take the form of a Personal Emergency Evacuation Plan (PEEEP).

Evaluation of Risk of a Fire Starting and Control Measures

A) Preventing A Fire Starting

- The main control measure to prevent fires starting in the school is to ensure that combustible materials do not accumulate around the electrical equipment, routine monitoring is carried out by staff. Senior staff and Governors make formals checks.
- Lockers are employed in the main building to keep coats out of the way.

- Internal waste bins are emptied daily to bins outside that are kept well away from the buildings, see plan. Any large amounts of waste packing materials are removed to the bins immediately.
- The boilers are located in a separate room with locked access. The Boiler Rooms are kept completely free of combustibles. An emergency cut-off lever is also provided in the Boiler Room. Boilers are serviced and maintained by specialists on a contract basis. There is also a gas valve outside in fenced area next to bins.
- Supplementary heaters are not needed and therefore not in school.
- The fixed and portable electrical equipment are inspected/tested at the recommended frequencies and maintained where necessary to prevent danger.
- Smoking is not allowed anywhere on the school site including e-cigarettes. (See smoking policy)
- All electrical items are linked to circuit that will trip.

Key Areas of note/risk:

- Photocopier room with copier, laminator, shredder and paper (books/A4 A3 Reams)
- Art Store with large amounts of paper

B) Limiting the injury and damage if a fire starts

(i) General

- Call points all around the building.
- Staff have use of fire extinguisher training on an annual basis (Last done Sept 17) from our site manager who is a retained fire-fighter.
- Fire fighting equipment in locations recommended by Chubb.
- Some areas of the school have two escape routes (Offices, EYFS Annex, Hall) but others only have one point of exit. (See Plan)
- Combustible materials are kept to a minimum to limit the size of any fire that starts.

(ii) Fire detection and warning

- During the normal school day all parts of the school are occupied and a fire developing would be noticed quickly.
- Warning of a fire is given by a single zone fire alarm system with call points at all exits.
- Initial maintain fire alarm.
- School kitchen has heat detectors installed.

(iii) Means of escape (See attached plan)

- The means of escape are adequate.
- Sign displayed in Reception to alert visitors of procedures in case of emergency.
- Supply teachers are given a pack on entry including fire alarm procedures.
- Staff and children are aware of the escape routes and final exits are clear at all times and all doors open in direction of escape.
- No point in the building is more than 18 metres from an exit. This is well within the maximum of 45 metres recommended for normal fire risks with escape in more than one direction. All doors are fitted with push bars or thumb-turn screws and these can be readily and easily opened from inside without a key.
- Self-closers are fitted to all doors to protect means of escape routes.
- ‘Fire Exit’ notices incorporating ‘Pictograms’ designate the exit routes.

(iv) Fire fighting equipment

- AFFF Foam and CO2 extinguishers are located throughout the school but although staff are trained (every 18 months) by a retained fire-fighter, staff are not required to use these in the event of a fire but may use them to prevent the spread of a fire if it is safe to do so.
- The premises shall be immediately evacuated and the Fire Service called if a fire is discovered or suspected.
- Posters in place to show staff which extinguisher is to be used in each type of fire.

(v) Access for Fire Engines

- The Access for Fire Engines is via Mill Road, however there is access via Kilnwell Road. Access via Kilnwell Road will need the Children's Centre barrier opening which can be done by their staff or our site manager.
- Site manager checks the entrances are clear each morning and throughout the day. Any obstruction is removed.

(v) Planning for an emergency

- Procedures to follow in the event of a fire have been drawn up and are displayed on notices throughout the school.
- Staff are instructed on their induction and the procedures are tested by carrying out a fire drill every term. These are carefully recorded in a central record.

(vi) Maintenance and testing of fire equipment

- The fire extinguishers are maintained annually by a competent contractor. (Chubb)
- The fire alarm system is serviced and maintained on a regular basis by specialists. (Vinci-Mouchel)
- The emergency lights in the Hall and on the rear exit route from the Hall are tested in accordance with the attached schedule and records kept by the site manager.

Record Keeping

- A Fire Folder Logbook is kept in school with the following up to date documents
    - Weekly Checks (signs, Exit doors, visual check of firefighting equipment)
    - Fire Alarm Servicing
    - Emergency Lighting Tests
    - Staff Training
    - Portable Appliance Testing
    - Record of Significant findings (School)
    - Fire Brigade's most recent Fire Risk Assessment
    - Servicing of firefighting Equipment

Assessment Conclusion and any Risk Reduction Measures Necessary

- The fire risks are low and the above measures are adequate.

Assessment carried out by Nichola Allerston / Stephen Scott January 2026

Emergency Exit Plan Market Rasen Church of England Primary School

APPENDIX 2 (From January 2026 H&S Policy)

Staff Responsibilities for Fire Evacuation/Fire Drills

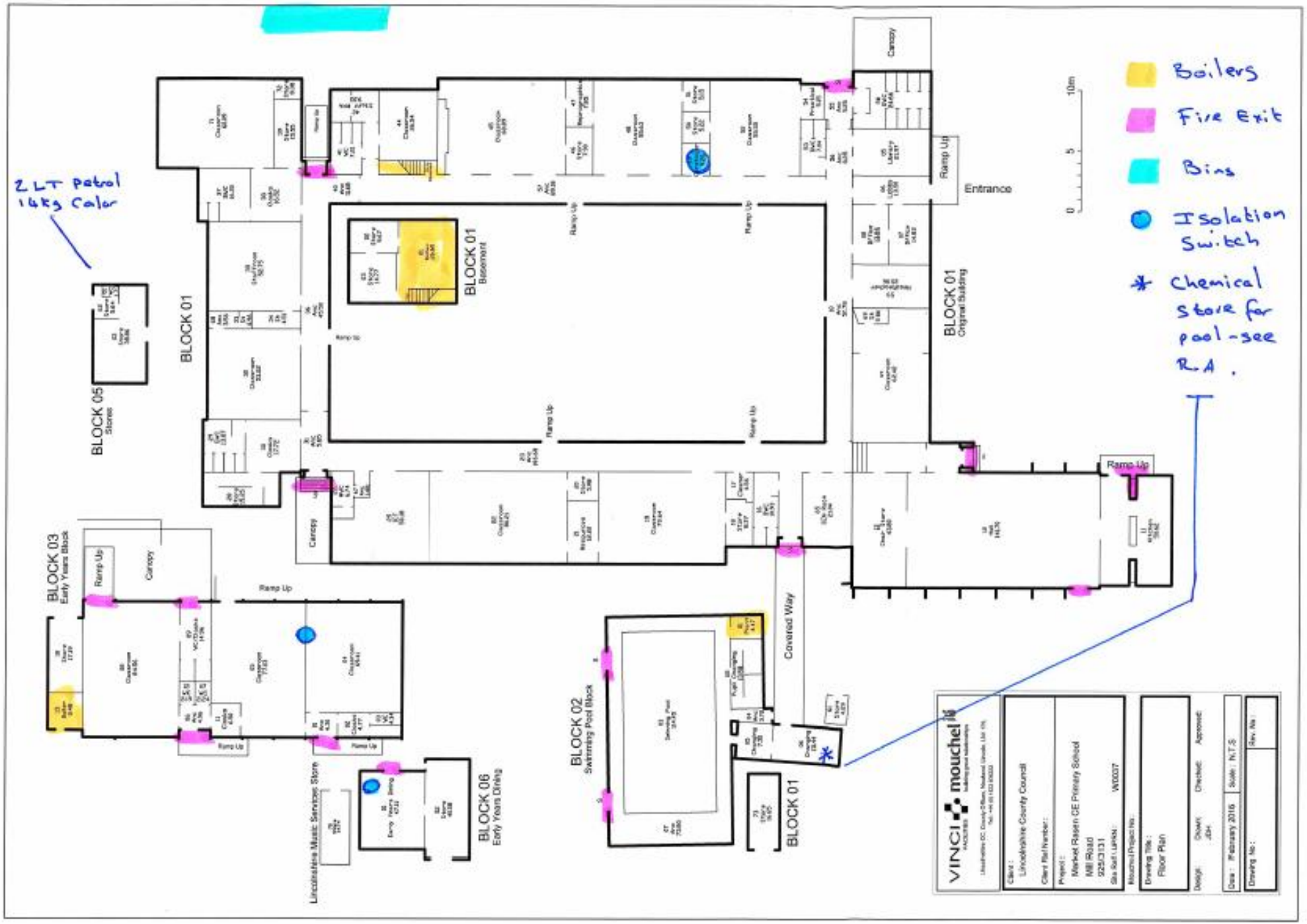
Once the fire alarm sounds the building will be immediately evacuated as below. No one may return into the building without the express permission of a senior member of staff or site manager.

Class	Exit Plan	Check
Intervention Class Library (44)	Leave through the ramp to the car park and walk around the building to the Mill Road playground. **Assemble on Mill Road playground.**	PPA Room (42), Female Staff Toilets (41)
Harriers (48)	Exit left out of door and exit through bike shelter entrance. Assemble on Mill Road Playground.	Boys Toilet (53) Photocopy Room (47)
Falcons (52)	Exit left out of door and exit through bike shelter entrance. **Assemble on Mill Road playground.**	Girls Toilet (04)
Kestrels (45)	Leave through the ramp to the car park and walk around the building to the Mill Road playground. **Assemble on Mill Road playground.**	Check the PPA room (42) and Female Staff Toilet (42) <u>if the Intervention room (44) is not in use.</u>
Merlins (32)	Turn right and exit through Infant playground doors. **Assemble on Infant playground.**	Check Staffroom (35), Merlins Cloakroom (30), Girls Toilet (29), Art Store (28)
Eagles (22)	Turn right and exit through swimming pool doors. **Assemble on Mill Road playground.**	Check Middle Room (21), Group Room, (85) Hygiene Suite, Male Staff Toilet
Ospreys (19)	Turn right and exit through swimming pool doors. **Assemble on Mill Road playground.**	Check Boys Toilet (16) and Roper Room (65).
Hall (12)	Exit through football playground doors. **Assemble on the appropriate playground to the class.**	
Group Room (IT Suite) (25)	Turn left and exit through the Infant playground doors. **Assemble on the appropriate playground to the class.**	
Kites (09)	Turn left out of classroom door and leave via hall door. **Assemble on Mill Road playground.**	Check Chair Store (13)
Robins (04)	Exit through main entrance of Early Years block. **Assemble on Infant playground.**	Check Robins Toilets (03).
Swallows (08)	Exit through either of the fire exits at the front of the building. **Assemble on Infant playground.**	Check class toilets (09) and Finches toilets(07)
Finches(05)	Exit through either of the fire exits at the front of the building. **Assemble on Infant playground.**	Check New Library (01) Library Store (02) and EY play area.
Martins (71)	Exit left out of door and exit through the ramp to the car park. **Assemble on Mill Road playground.**	Boys Toilet (37), Science Store (72).
Swimming Pool (03)	Children to be given foil blankets. Leave through nearest fire door. **Assemble on the appropriate playground to the class.** **In a drill line children up by fire exit door ready to leave but won't leave as per EAP.**	Changing rooms (06), Shower Room (05).
Roper Room (65)	Turn right and leave via the hall doors. **Assemble on the appropriate playground to the class.**	
School Kitchen (11)	Leave through the door to the Mill Road playground. **Assemble on the Mill Road playground.**	Both sides of the kitchen.
Library (01)	Leave through fire exit. **Assemble on the appropriate playground to the class.**	

Number in brackets are room numbers on site plan.

If children are away from their class, for example interventions or sets, it is the adults responsibility to use the nearest exit and then ensure the children make it to <u>their</u> correct fire assembly point described above in bold.

Office Staff to evacuate the Reception area and office checking HT Office (59) and SLT Office (08). Visitor book and registers and pupil sign out book to be taken out. The Site Manager, will check the boiler room when he is on the premises. Mrs Allerston and Mr Briston, the EHT and HOS shall be responsible for checking any area left unchecked because the named teacher is elsewhere in the school at the time of the fire alarm.



2 LT Petrol
14kg Calor
Boilers
Fire Exit
Bins
Isolation Switch
* Chemical store for pool - see R.A.
BLOCK 01
BLOCK 01 Basement
BLOCK 01 Original Building
BLOCK 05 Stores
BLOCK 03 Early Years Block
BLOCK 06 Early Years Dining
BLOCK 02 Swimming Pool Block
Lincolnshire Music Services Store
Ramp Up
Canopy
Entrance
Covered Way
0
5
10m
VINCI mouchel
Client : Lincolnshire County Council
Client Ref Number :
Project : Market Rasen CE Primary School
Mill Road
925/3131
Site Ref / LaPlan : W0037
Mouchel Project No :
Drawing Title : Floor Plan
Design :
Drawn : JDH
Checked :
Approved :
Date : February 2016
Scale : N.T.S
Drawing No :
Rev. No :

Chemicals Stored in the Swimming Pool (Block 02) -See map.

Stabilised Chlorine Granules

5 Fire-fighting measures

5 .1 Extinguishing media

- In case of fire: use water for extinction
- DO NOT USE dry extinguishers containing ammonium compounds such as dry powder.

5 .2 Special hazards arising from the substance or mixture

- See Section 10.6

5 .3 Advice for firefighters

- Wear protective clothing as per section 8
- In case of fire: Evacuate area. Fight fire remotely due to the risk of explosion.
- Wear full protective clothing including chemical protection suit

Superklar

5.1. Extinguishing media
Suitable extinguishing media
water
Foam
Dry fire-extinguishing substance
Carbon dioxide
sand

5.2. Special hazards arising from the substance or mixture
No information available.

5.3. Advice for firefighters
Special protective equipment for fire-fighters
Use breathing apparatus with independent air supply.
Wear full protective clothing.

Additional information
Cool endangered containers with water spray jet.
Fire residues and contaminated firefighting water must be disposed of in accordance with the local regulations.

PH PLUS

5.1. Extinguishing media
Suitable extinguishing media
Product does not burn, fire-extinguishing activities according to surrounding.

5.2. Special hazards arising from the substance or mixture
In the event of fire the following can be released:
Carbon monoxide (CO)

5.3. Advice for firefighters
Special protective equipment for fire-fighters
Use breathing apparatus with independent air supply.
Wear full protective clothing.

Additional information
Cool endangered containers with water spray jet.
Fire residues and contaminated firefighting water must be disposed of in accordance with the local regulations.

PH MINUS

5.1. Extinguishing media
Suitable extinguishing media
Product does not burn, fire-extinguishing activities according to surrounding.

5.2. Special hazards arising from the substance or mixture
In the event of fire the following can be released:
Sulphur dioxide (SO2)

5.3. Advice for firefighters
Special protective equipment for fire-fighters
Use breathing apparatus with independent air supply.
Wear full protective clothing.

Additional information
Cool endangered containers with water spray jet.
Fire residues and contaminated firefighting water must be disposed of in accordance with the local regulations.

Granudos Cleaning Acid.
Granudos Acid contains 45% sulpheric acid.
5. Fire fighting measures 5.1 Extinguishing media: Suitable extinguishing media: Unsuitable extinguishing media: Water 5.2 Special hazards arising from the substance or mixture Specific Hazards during fire fighting: 5.3 Advice for fire-fighters Further Information: Use extinguishing measures that are appropriate and local circumstances and the surrounding environment. This product itself does not burn Wear appropriate body protection (full protective suit). Collect contaminated fire extinguishing water separately. This must not be discharged into drains. Cool closed containers exposed to fire with water

Fire Risk Assessment Nettleton Site

Record of the Significant Findings

January 2026

Complied in conjunction with HM Government Fire Safety Risk Assessment for Educational Premises 2006. To be read alongside latest Lincolnshire Fire and Rescue Service Risk Assessment.

Premises and Description

Nettleton Community Primary School

- Four Classroom school (see plan below) with single floor teaching areas.

- Main Building (two classrooms, corridor, shared area, toilets, office)
    - Brick and plaster traditional construction, see plan attached.

- Three modern portacabins located around the building. (Hornbeams, Willows, Staffroom)
- Main building and Willows linked in 2017 with a brick and plaster traditional construction. This provides a 2nd means of escape for Willows.

Evaluation of the Risk of a Fire Occurring

• Combustible materials and flammable liquids/gas hazards on site

- Pupil's coats and outdoor clothing
- Books, papers, cardboard/paper displays,
- Carpets, some foam filled chairs,
- Waste paper/packaging,
- Christmas decorations during Dec/Jan.
- Cleaner's cupboard contains flammable pressurised containers e.g polish sprays.
- Paper displays of children's work / resources
- Oil for heating

.

B) Source of Ignition Hazards

- Fixed and portable electrical equipment.
- 1 Oil Fired Boiler for hot water radiator central heating system
- Domestic hot water is from fixed electric water heaters.
- Cooking appliances: microwave cooker and kettle in the Staffroom and 'Baby Belling' electric ovens that are used occasionally in classes for simple cookery.
- Light fittings / Lamps
- Vandalism. Site is kept secure when not in use. Bins always kept away from main building.

C) Sources of Oxygen

- No oxygen cylinders or other such like kept on site.
- If a child were to need an oxygen cylinder in school a risk assessment would be undertaken.

Identify People at Risk

- Pupils aged between 4-11
- Staff
- Visitors

No one group is particularly at risk from fire however people who are at more risk include:

- **Youngest children:** Age and levels of understanding: Our reception children (4-5) have a lower adult to child ratio to ensure additional support and guidance in the event of fire.

- **EAL children**: May not be able to follow instructions: Teachers will pay particular attention to them in Fire Drills to ensure they know the routines

- **Visitors:** May not know the site: Usually all visitors are accompanied by school staff. If visitors are left alone signage is in place to support their exit of the building. Supply teachers give a pack with emergency evacuation procedures upon induction.

- **Disabled children/Staff-**We have none at present but if we did they would have a risk assessment that would cover leaving the building in the result of an emergency. This would take the form of a Personal Emergency Evacuation Plan (PEEP).

Evaluation of Risk of a Fire Starting and Control Measures

B) Preventing A Fire Starting

- The main control measure to prevent fires starting in the school is to ensure that combustible materials do not accumulate around the electrical equipment, routine monitoring is carried out by staff. Senior staff and Governors make formals checks.
- Internal waste bins are emptied daily to bins outside that are kept well away from the buildings, see plan. Any large amounts of waste packing materials are removed to the bins immediately.
- The boiler is located in a separate room with access from outside only. The boiler room is kept free of combustibles. Supplementary heaters are not needed. The oil tank is a bunded brick enclosure to contain leaks well away from the premises, see plan. Fusible links are positioned over the boilers to shut off the oil supply automatically in the event of fire. An emergency cut off button is provided in the boiler room. Boiler is serviced and maintained by specialist of a contract basis.
- The fixed and portable electrical equipment are inspected/tested at the recommended frequencies and maintained where necessary to prevent danger.
- Smoking is not allowed anywhere on the school site. (See smoking policy)
- All electrical items are linked to circuit that will trip.

Key Areas of note/risk:

- Shared area with copier, laminator, shredder and paper (books/A4 A3 Reams)
- Art Store with large amounts of paper (Maples)

B) Limiting the injury and damage if a fire starts

(i) General

- The only areas with one means of escape are the staffroom, the office and the male and female toilets.
- Alarm system for warning around the building.
- Staff have use of fire extinguisher training on an annual basis from our Nettleton site manager who is a retained fire-fighter.
- Fire fighting equipment in locations recommended by Chubb.
- Combustible materials are kept to a minimum to limit the size of any fire that starts.

(ii) Fire detection and warning

- During the normal school day all parts of the school are occupied and a fire developing would be noticed quickly.
- A new system was installed in 2017 with optical smoke detection and alarm system..

(iii) Means of escape (See attached plan)

- The means of escape are adequate.
- Sign displayed in Reception to alert visitors of procedures in case of emergency.
- Supply teachers are given a pack on entry including fire alarm procedures.
- Two means of escape are provided from the teaching areas in the main building and Hornbeams, see plan.
- Staff and children are aware of the escape routes and final exits are clear at all times and all doors open in direction of escape.
- No point in the building is more than 18 metres from an exit. This is well within the maximum of 45 metres recommended for normal fire risks with escape in more than one direction.
- All doors are unlocked and easily opened from the inside
- There is a single exit in the staffroom and office.
- 'Fire Exit' notices incorporating 'Pictograms' designate the exit routes.

(iv) Fire fighting equipment

- Water, powder, foam and C02 extinguishers are located throughout the school but staff are not required to use them in the event of a fire. The premises shall be immediately evacuated and the Fire Service called if a fire is discovered or suspected.
- The premises shall be immediately evacuated and the Fire Service called if a fire is discovered or suspected.
- Posters in place to show staff which extinguisher is to be used in each type of fire.

(v) Access For Fire Engines

- The Access for Fire Engines is via Moortown Road or A46 where the fence gates will need to be opened. These are on the master keys that most staff have.
- Site manager checks the entrances are clear each morning and throughout the day. Any obstruction is removed.

(v) Planning for an emergency

- Procedures to follow in the event of a fire have been drawn up and are displayed on notices throughout the school.
- Staff are instructed on their induction and the procedures are tested by carrying out a fire drill every term. These are carefully recorded in a central record.

(vi) Maintenance and testing of fire equipment

- The fire extinguishers are maintained annually by a competent contractor. (Firestop)
- The emergency lights in classrooms and main entrance are tested in accordance with the attached schedule and records kept by the site manager.
- The fire alarm system is checked annually by Vinci-Mouchel

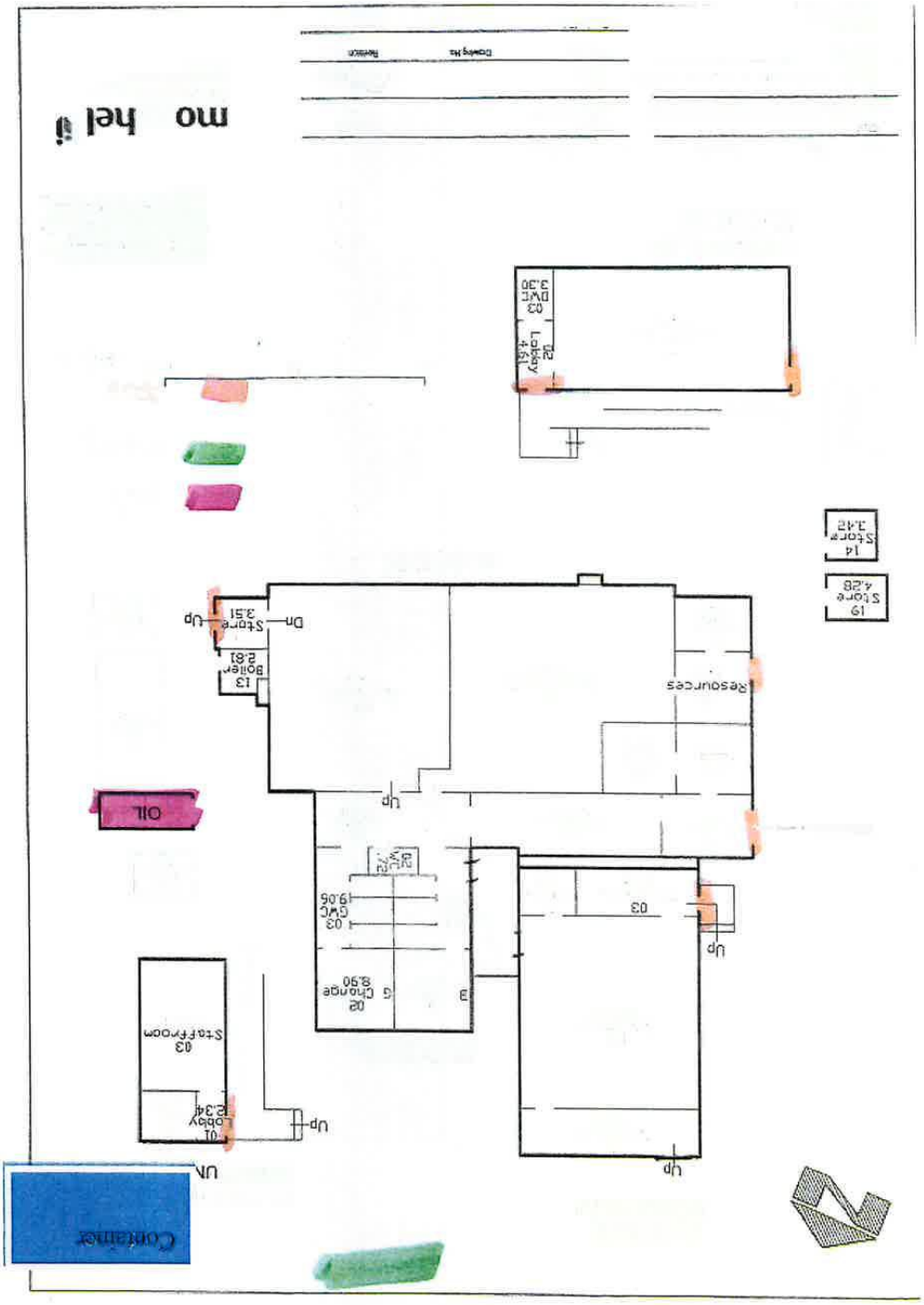
Record Keeping

- A Fire Folder Logbook is kept in school with the following up to date documents
    - Weekly Checks (signs, Exit doors, visual check of firefighting equipment)
    - Fire Alarm Servicing
    - Emergency Lighting Tests
    - Staff Training
    - Portable Appliance Testing
    - Record of Significant findings (School)
    - Fire Brigade's most recent Fire Risk Assessment
    - Servicing of firefighting Equipment

Assessment Conclusion and any Risk Reduction Measures necessary

- The fire risks are low and the above measures are adequate.

Assessment carried out by Nichola Allerston/Catherine Fussey January 2026


Container
Oil
Resources
Up
Dn
Store 3.51
Boiler 5.81
Store 3.42
Store 4.28
Lobby 4.61
Lobby 12.34
Staffroom
Change 8.90
GWC 19.06
DWC 3.30

EMERGENCY EXIT PLAN NETTLETON COMMUNITY PRIMARY SCHOOL

APPENDIX 2 (From Jan 26 H&S Policy) Class teacher Responsibilities for Fire Evacuation/Fire Drills

Once the fire alarm goes the building will be immediately evacuated as below. No one may return into the building without the express permission on a senior member of staff

Class	Exit Plan	Check
Hawthorns	Leave the classroom via the door into the outdoor area and line up on the playground by the assembly point If exit blocked, leave via shared area door and meet on the playground. Check done by Hawthorns TA or 1:1 TA. If 1:1, class teacher to take charge of children with 1:1 child holding their hand.	Girls, boys and staff toilets
Maples	Leave the classroom via the fire door to the playground and line up on the playground by the assembly point. Check done by Maples teacher. Last person out to push door shut fully, to ensure closed.	Check storage cupboard
Willows	Leave the classroom via the rear door, turn right, walk around the building and line up on the playground by the assembly point If exit blocked, leave via shared area door and meet on the playground.	
Office	Leave the office via the front door and assemble on the playground by the assembly point	
Hornbeams	Leave by the fire exit at the back of the building, turn right, follow the path to playground and line up by the assembly point Check done by Hornbeams 1 TA or 1:1 TA. If 1:1, class teacher to take charge of children with 1:1 child holding their hand.	
The Lodge	Leave The Lodge and join class on the playground by the assembly point.	
Staffroom	Leave building through the door and assemble on the playground by the assembly point	

When a fire is discovered, a member of staff will activate the fire alarm, the alarms are located in the school entrance, Hawthorns, Willows, Maples and Hornbeams.

- Office Staff or Head of School to evacuate the Reception area and office, sign-in device, Arbor register printout, portable phone and inhalers to be taken out.
- The grab bag is located in the back cloakroom on top of the lockers in Willows, Willows staff to pick up grab bag as they evacuate.
- On hearing the fire alarm, the fire evacuation procedure will be actioned.
- Hawthorns teaching assistant to check the toilets in the main school building
- Any disabled persons, visitors or members of the public to the premises will join the line of the class they are attached to and follow the required procedures.
- The office staff will call the fire brigade in the event of a fire on the portable phone, if they are not in school, the Head of School will call the fire brigade.
- In the event of a fire appliance being called staff will move the children onto the Parish Council playing field via the village hall car park.
- There are fire extinguishers located in the school entrance, corridor, Hornbeams, Willows, Maples and the staffroom
- Once the buildings have been evacuated, the school registers will be taken by the class leader and the sign in system will be checked by the office staff. In the PM, if no one is in the office, a copy of the registers will given to a member of SLT and be taken out for head counting.
- The Head of School will convey any information that the fire brigade may require when attending the site
- A list of named individuals and their responsibilities in case of an emergency are within the 'Emergency Grab Bag' this is located in the container.
- A list of emergency contacts and their telephone numbers are within the 'Emergency Grab Bag'
- Students will be collected from the village hall if the need arises.
- The Head of School will be responsible for contacting parents (contact details in grab bag).

Record of Escape Lighting Test

Test in accordance with BS 5266:

1. Every month – Switch off supply and check lights illuminate
2. Every 6 months - Switch off supply, check lights illuminate and leave on for at least 1 hour.
3. Every 12 months - Switch off supply, check lights illuminate and leave on for at least 3 hours.

Date	Lights tested	Type of test	Operation OK Yes/No*	Person carrying out test

***If No, state what action has been taken to rectify defects.**

Record of Fire Alarm Tests

Test weekly from different call points in accordance with BS5389

Date	Alarm point tested	Sounders and panel indications OK Yes/No*	Person carrying out test

***If No, state what action has been taken to rectify defects.**

Record of Fire Evacuation Practices

Date	Comments	Evacuation initiated by:

Records Within Health & Safety Policy

To be reviewed Termly by Ex HT and SBM at Each Site

Frequency	Action	Person Responsible	Name of File	Location of File	Termly Check
Daily	Field Check	SS	Field Check	Main Office	
Weekly	Weekly Finger Guard Check	SS	H&S/Record of tests File	HOS Office	
	Trim Trail/ EY Climbing Frame / Hoops	SS	Field Check	Main Office	
	Fire Alarm Testing	SS	Fire Test Records	Main Office	
	Swimming Pool Weekly shower Flush	SS	Pool File	Pool Building	
Monthly	Fridge Cleaning	SS	H&S/Record of tests File	HOS Office	
	Ladders and Stepladder	SS	H&S/Record of tests File	HOS Office	
	Fridge under 5 degree check	SS	H&S/Record of tests File	HOS Office	
	Legionella water temp checks	Trident	H&S/Record of tests File	HOS Office	
	Escape Lighting (Illumination)	SS	Fire Test Records	Main Office	
	Asbestos (damage to) (MR Only)	SS	H&S/Record of tests File	HOS Office	
	Medicines Expiry Check	GH / DH	H&S/Record of tests File	HOS Office	
Termly (3 terms p/y)	Fire Evacuation Records	NA/SS	Fire Test Records	Main Office	
	Termly Health and Safety Walks	NA/SS	HT H&S File	HT Office	
	All water outlet flush after holidays	SS	Pool File	Pool Building	
	Kitchen Review using EHO form	NA	Kitchen File	HT Office	
	First Aid Box Check	GH / DH	H&S/Record of tests File	HOS Office	
Bi-Annual	Escape Lighting (1 hour check)	SS	Fire Test Records	Main Office	
Annually	Electrical Testing (PAT)	Rodden and Cooper	Fire Test Records	Main Office	
	P.E Equipment (Annual including trim trail and EYFS climbing frame)	Sports Safe UK	H&S/Record of tests File	HOS Office	
	Boiler Service records-Annual	Vinci-Mouchel	H&S/Record of tests File	HOS Office	
	Classroom HSE Check	NA	HT H&S File	HT Office	
	Review of H&S Policy with Governor Approval	All Staff / GB	Non Curriculum Policy Folder	HT Office	
	Staff Fire Training	NA	H&S/Record of tests File	HOS Office	
	Fire Door and Electrical Distribution test	Vinci-Mouchel	H&S/Record of tests File	HOS Office	
	Escape Lighting (3 Hour)	Vinci-Mouchel	Fire Test Records	Main Office	
	Burglar Alarm	Chubb	Fire Test Records	Main Office	
	Firefighting Equipment	Chubb	Fire Test Records	Main Office	
Over 1 Year	Electrical Testing (5 Year)	Vinci-Mouchel	Fire Test Records	Main Office	
Ongoing	Asbestos Management Plan contractors signing in sheet	SS/DH/CF/GH/KTB	Asbestos Signature Copy	Main Office	
As necessary	Salt Spreading	SS	H&S/Record of tests File	HOS Office	

North Wolds Federation

Annual Health and Safety Governor Review Template

Action	Notes
Review the H&S papers you have written to ensure all is actioned	
Review the staff accident books to review injuries and look for patterns	
Review the pupil accident books to review injuries and look for patterns	
Review the termly checks of the buildings maintenance.	
Review the Annual LA Audit	
Review the HSE Classroom Reviews completed by Teachers	

Other comments or observations:

Date:
Governor: