



Dewstow Primary School Health and Safety Policy

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MODEL HEALTH AND SAFETY STATEMENT FOR PRIMARY SCHOOLS

Introduction

1. Under the Health and Safety at Work etc Act 1974, it is the duty of every employer to have an up-to-date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.
2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do the school; should ensure it is customised to fit their individual circumstances
3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
4. This document provides a customisable template for schools to adapt.
5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the arrangements at their school.
6. The safety policy statement should be signed and dated by the head teacher / chair of governors
7. When complete the school specific policy should be communicated to all staff and automatically issued to new staff as part of their induction process.
8. It is recommended that the school specific policy is reviewed periodically. The Authority recommends Policies are reviewed every two years.



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PART 1: STATEMENT OF INTENT

Dewstow Primary School

The Governing Body of Dewstow Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy is kept in the school office and on the shared drive.

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements

- Monmouthshire County Council Corporate Health and Safety Matters Policy;

The above Statements (and other Health and Safety policies and guidance) may be downloaded by staff from the

Mr Glen Ingleson **Chair of Governors**

Liz Bain **Head Teacher**

Date: October 2025

Date: October 2025

PART 2: ORGANISATION



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Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their School.

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with; [In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended]
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking
- Account of the Authorities policies and procedures.



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Responsibilities of the Head Teacher:

Overall responsibility for the day to day management of health and safety rests with the Head Teacher.

As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment

Where tasks have been delegated to nominated individuals insert details below:



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Itemise the functions and areas of responsibility delegated to staff you may wish to consider the following roles Deputy Head, Safety Coordinator, Heads of Department, Premises Managers etc. Where applicable schools may also wish to insert details relating to specialist provisions.

- The Deputy head will assume day to day responsibility for educational visits coordinating all paperwork and managing the evolve data base
- The caretaker will carry out daily, weekly, monthly, termly and annual maintenance tasks and periodic inspections for water, fire and general safety
- The SLA health and safety officer will provide advice and guidance on new and reviewed policies and risk assessment and general fire and health and safety issues. The SLA health and safety officer will also complete specialist risk assessment in areas such as fire safety (peeps) and DSE

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Head Teacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

Responsibilities of employees



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Under the Health and Safety at Work etc Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work, they must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
 - Ensure that they only use equipment or machinery that they are competent / have been trained to use.
 - Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of volunteers

It is recommended that Employers/School's treat volunteers in the same way as employees. Schools should class supervising adults and parents who attend off site visits as volunteers.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.



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- Follow the direction/instruction of their supervisor, school management team etc.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor..
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
 - Ensure that they only use equipment or machinery that they are competent / have been trained to use.
 - Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

PART 3: ARRANGEMENTS

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	Liz Bain (Head) Matthew Nicholas (ALNCO)	Logged on school network drive and hard copies kept in office
Risk assessments are reviewed regularly/ following significant change.	Liz Bain (Head) Matthew Nicholas (ALNCO)	At 2 year intervals or when circumstances change and always after an accident or incident has occurred
Specialist risk assessments are completed by Liz Bain. This includes; pupil assessment, employee assessment and return to work assessment.		
New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or	Head Teacher/ Other	Pregnant worker risk assessment are produced and shared.



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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
breastfeeding.		
Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.	EVC – Heidi Underwood EVC Lyndsey Pearson	Staff members planning educational/offsite visits must submit all relevant paperwork and risk assessment to the EVC who will review the paperwork and forward to the Head Teacher/ Authority's Offsite Visits Officer for final approval.
The Authority's Offsite Visits Advisor must be notified of all level 3 trips, this will include self-led adventurous activities, fieldwork trips to open or "wild" country and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.	EVC – Heidi Underwood EVC Lyndsey Pearson	Evolve will be used for the planning and approval of all offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	Head Teacher Caretaker	General site inspection: termly Visual inspection of play equipment: Monthly Visual inspection of chairs and furniture: Annually
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.		Notes of inspections will be recorded and actions identified will be completed. Notes will be posted on the school network drive and discussed and governors and school meetings
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	Standards Committee	Reports from the LA and HT.
A nominated Governor will be responsible for monitoring management systems.	Standards Committee	



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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	Head Teacher	Displayed in the entrance to the school.
Health and safety training: Health and safety induction training will be provided and documented for all new employees	Head Teacher	On first day new staff will be given a tour of the school and informed of the H&S arrangements detailed in this policy. Training will be tailored to the staff post
Programme of health and safety training All employees are provided with: <ul style="list-style-type: none"> • induction training • update training in response to any significant change; • Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • refresher training where required 	Head Teacher	Via the job description and periodic appraisals.
Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.	Head Teacher	Copies of certificates are kept on file in the office A training matrix will be prepared for all staff
Fire Safety: Fire notices and instruction to staff are posted throughout the school.	Head Teacher	As detailed on the fire risk assessment
Fire drills are undertaken termly and a record kept in the fire log book.	Head Teacher Caretaker	Completed termly records kept in the compliance file
Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person who requires	Head Teacher	Completed on a case by case basis



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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
assistance evacuating the building.		
The safe evacuation of persons is an absolute priority. Staff must only attempt to deal with small fire if it is safe to do so without putting themselves or others at risk.	All staff	Procedure details staff to leave the building immediately.
Staff must ensure the alarm is raised and pupils evacuated before attempting to tackle a small fire.	All staff	Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction on its correct use. Key staff are familiar with the location of service isolation points.
Inspection/maintenance of emergency equipment: Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational.	Caretaker	All checks are carried out and stored in the caretakers file
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	Head Teacher	Statutory maintenance contracts for boilers, fire extinguishers, legionella, emergency lighting School has own contract for fire alarm and security alarm maintenance
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	Head Teacher	This is completed annually.
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of legionella bacteria.	Head Teacher	Weekly flushing of little used outlets and the monthly temperature checks. All stored in the caretakers file
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	Mrs Bethan Webb Mrs Katie Hill Ms Yasinta Woods	Currently the school has 6 First aid at work, 1 Paediatric and 6 Emergency first aid at work



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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
	Mrs Lucy Briggs Mrs Sarah Jones Mrs Mel Linforth	
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	Head Teacher	Specialist first aid training is available under the Health and Safety Training Team. Training available includes, Epipen training, diabetes awareness training and epilepsy awareness training.
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	Head Teacher/ Staff	Parents/Guardians are invited to site to assess their child's injury. All parents are contacted if there is a head injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance)
Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied a member of staff will accompany a pupil where parents/guardians can not attend immediately.	Head Teacher/Staff	A member of staff will accompany a child to hospital if a parent or guardian is not available. The member of staff will wait at the hospital until a parent or guardian arrives
Administration of medication: Medication will only be administered in school in accordance with the WAG guidance document: Access to Education and Support for Children and Young People with Medical Needs.	Head Teacher/Specific staff	Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief Managing medicines in schools paperwork to be completed for any pupil who needs prescribed medication administered in school.
Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by the school whilst supported by a healthcare	Head Teacher ALNCO Specialist nurse	Where required staff are trained in accordance with the Medical Care Plan. Medical care plans are reviewed annually



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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
professional.		
Communicable diseases: The school will adhere to the guidance issued by WG and/or Public Health Wales.	Head Teacher	
Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate investigated	All staff Head Teacher	Accident Log Books kept in Admin Office.
Any near miss (incident which has a potential to cause harm) will be reported to the management team and investigated.	All staff Head Teacher	Head teacher and H&S officer to carry out an investigation and maintain reports for monitoring
RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.	Head Teacher Health and Safety Division	The school will forward details of accidents or cases of work related ill health to the Health and Safety Division. Where appropriate the health and safety division will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard. Investigating accidents and incidents:	Head Teacher Health and Safety	Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. The Health and Safety Officer (SLA) will carry out an investigation. Copies will be forwarded to the Head Teacher and Health and Safety Division. High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. A Health and Safety Officer will contact the school to complete the investigation.



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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Further information is contained in the Authority's guidance to accident investigation.
<p>Violence at work – Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to Health and Safety Division.</p>	<p>Head Teacher All staff</p>	<p>All staff will be encouraged to report all incidents of unacceptable and inappropriate behaviour to the Head Teacher.</p>
<p>The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.</p>	<p>Head Teacher</p>	<p>Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p>
<p>Managing contractors: The school will adhere to the Authority's policy and guidance.</p>	<p>Head Teacher</p>	<p>Where possible the school will work through the Authorities Building Consultancy for all major projects</p>
<p>Technical expertise: Where appropriate works are arranged through a technical departments</p>	<p>Head Teacher</p>	<p>Building Consultancy – Facilities</p>
<p>Contractors and visitors on site: All contractors must sign the visitor's book and adhere to school site rules.</p> <p>Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle</p>	<p>Head Teacher</p>	<p>All contractors must report to reception.</p> <p>For larger contract agreed at pre contract meeting. For smaller contract work verbally given on arrival</p>



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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
movements and local management arrangements,		
School managed building/environmental projects: Where the school undertakes building/environmental projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.		These are managed by the Head Teacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought
Contractor selection and vetting: To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.	Head Teacher Chair of governors	Where possible school will use Contractors who have been vetted by the Authority. Where Contractors who are not registered are used Head Teacher/Governing Body will undertake appropriate competency checks prior to engaging a contractor
Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.	Head Teacher	Risk assessments and method statements are discussed prior to work commencing.
Ground maintenance and cleaning contracts: The school have opted in to the contracts operated by the Authority	Head Teacher	The school has opted in to the Authority cleaning contract and the grounds maintenance contract
Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without	Head Teacher	Lone worker risk assessments will be carried out for Head Teacher



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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
immediate access to assistance should be risk assessed to determine appropriate control measures.		
Work involving potentially significant risks: A specific risk assessment should be in place for any work involving potentially significant risk. Work such as working at heights and other tasks involving significant risk should not be undertaken whilst working alone.	Head Teacher	Working at height Using machinery Using Hazardous material/liquids .
Working at height: All working at height should be risk assessed and appropriate controls introduced.	Caretaker	Work at height assessments in place, caretaker has received work at height training
Putting up displays: Staff must use appropriate equipment for working at height. Staff should not stand on or use tables/chairs to put up displays.	Head Teacher All staff	Stepping stools will be provided
Play equipment; All play equipment is maintained in safe condition. All equipment is periodically inspected	Head Teacher	The external play equipment should only be used when supervised, equipment will be checked daily before use for any apparent defects, the caretaker will conduct a formal termly inspection of the equipment. PE Equipment annual inspection is completed by Sports Safe. It is recommended that play equipment is inspected annually.
Hazardous substances: Where possible	Head Teacher	COSHH assessments are completed for all cleaning



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hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed		products and the COSHH file is kept in Adminitorator Room Local assessment completed for any maintenance products used by the caretaker
Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.	Head Teacher	Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique.
Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan, staff should receive appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.	Head Teacher	.
Working with computers: The school will adhere to the Authority's policy and guidance. Staff who use computers daily as the main part of their job will complete a workstation assessment.		DSE assessments can be completed by the Health and Safety where required.
Vehicles: The school will make every effort to reduce the risks associated with vehicles on site. Vehicle movement on site are risk assessed in the Traffic Management Risk		Car parking to the rear of the building in designated car parking areas only. Separate pedestrian entrance and walkways are available. Deliveries between 7am and 8am, 9.30am and 2.30pm, after 4.00pm only.



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Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Assessment.		
<p>Wellbeing: The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol.</p> <p>The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.</p>	<p>Head Teacher All staff</p>	<p>Staff to report any wellbeing issues to the Head Teacher in the first instance LA Schools have access to Wellbeing Solutions/CASE UK/Occupational Health</p>
<p>Shared use of premises/ hiring rooms to third parties. Hiring rooms and the shared use of school facilities is managed in accordance with the Authority's guidance.</p>	<p>Head Teacher</p>	<p>Not currently sharing facilities but will ensure to follow the LA guidance if things change in the future</p>
<p>Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years. Next review October 2027</p>	<p>Head Teacher Health and Safety Division</p>	<p>The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.</p>



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Appendix: Statutory maintenance

Statutory maintenance of:	Current contractor	Frequency
Boilers	LA	Annually
Emergency lighting systems	Ambassador	Quarterly and annually
Fire Alarm systems (5 year test)	Ambassador Fire and Safety	Every 5 years
Fire fighting equipment	Fire Safety Direct Ltd	Annually
Electrical testing – Fixed wiring	LA	Every 4 years
Legionella testing	LA	Quarterly, six monthly and annually
Sprinkler	Vi-pond	Annually

Policy Authorised by:	Mr Glen Ingleson	Chair of Governors
Policy implemented by:	Liz Bain	Headteacher
Date of implementation:	November 2022	
Agreed by GB:	November 2022	
Updated and Agreed by GB:	October 2023	
Updated and Agreed by GB:	October 2024	
Reviewed and agreed by GB:	February 2025	
Updated and agreed by GB:	October 2025	