WIMBLEDON PARK PRIMARY SCHOOL

Health & Safety Policy

Approved by Governors in Oct 2026

Next revision: October 2027

Part 1: Statement of Intent

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils.

We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work-related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

Part 2: Responsibilities and Organisation

Introduction

To comply with the Governing Body's Statement of Intent the following responsibilities have been assigned:

The Governing Body

The Governing Body is responsible for ensuring that:

a) A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and pupils.
b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
c) A lead governor for health and safety is nominated.
d) People have sufficient experience, knowledge and training to perform the tasks required of them.
e) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
f) Sufficient funds are set aside with which to operate safe systems of work.
g) Health and safety performance is measured.
h) The school's health and safety policy and performance is reviewed annually.

The Headteacher

Paul Lufkin (Headteacher) is responsible for the following:

a) To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
b) Ensure that a clear written local health and safety policy is created.
c) Ensure that the policy is communicated to all relevant people.
d) Ensure appropriate information on significant risk activities is provided to visitors and contractors.
e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
g) Arrange for risk assessments of the premises and working practices to be undertaken.
h) Ensure safe systems of work are in place as identified from risk assessments.
i) Ensure that suitable emergency procedures are in place.
j) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
k) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
l) Ensure arrangements are in place to monitor premises and health and safety performance.
m) Ensure that all incidents are investigated and suitable remedial actions are taken.
n) Report to the Governing Body annually on the school's health and safety performance.

Lead Governor for Health and Safety (Will Mellor)

The Lead Governor is responsible for the following:

a) Be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
b) Scrutinise and review health and safety performance.
c) Provide support and challenge to the Headteacher in fulfilling their health and safety responsibilities.
d) Ensure in particular that risk assessments of the premises and working practices are carried out and documented.

School Health and Safety Coordinator (the School Business Manager)

The School Business Manager is responsible for the following:

a) To coordinate and manage the annual risk assessment process for the school.
b) To coordinate performance monitoring processes.
c) To make provision for the inspection and maintenance of work equipment.
d) To oversee and manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with facilities management service providers and other contractors.
e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
f) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

School Health and Safety Operative (the school caretaker)

The Caretaker is responsible for the following:

a) To inspect and maintain work equipment and premises
b) To carry risk assessments process for the school.
c) To keep records of all health and safety activities including management of building fabric and building services in liaison with facilities management service providers and other contractors.
d) To advise the Headteacher and School Business Manager of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
e) To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Teaching, Support Staff and others holding positions of special responsibility

These individuals (e.g. Deputy/Assistant Headteachers, Curriculum Coordinators, Business Manager, Administration staff, Site team etc) assist the Headteacher named above in ensuring the day-to-day management of health and safety in accordance with this health, safety and welfare policy and all associated arrangements and procedures.

NOTE!
(i) The following responsibilities must be allocated to the appropriate member of staff and set out clearly and unambiguously in this part of the policy so it is absolutely clear who does what.

(ii) This is **NOT** an exhaustive list and additional duties and functions must be added against each individual as appropriate.

- Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements; *All class teachers, School Business Manager, Caretaker*

- Carry out regular health and safety risk assessments of the activities for which they are responsible; *All class teachers, School Business Manager and Caretaker*

- Ensuring that all staff under their line management are familiar with health and safety procedures; systems of work; codes of practice etc, for their area of work; *Deputy Head, School Business Manager and Caretaker*

- Resolving health, safety and welfare problems referred to them by members of staff, and/or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them; *Deputy Head, School Business Manager and Caretaker*

- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required; *All class teachers, School Business Manager and Caretaker*

- Ensuring 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; *Caretaker*

- Identifying appropriate health and safety training for staff under their line management and supporting them in attending this training; *School Business Manager, CPD lead*

- Assist with ensuring that all staff receive both initial and refresher health and safety training appropriate to their job and the tasks they carry out; *School Business Manager, CPD lead*

- Arrange health and safety courses to meet identified staff training needs; *School Business Manager*

- Undertaking daily checks of the school fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly; *Caretaker*

- Ensuring that regular workplace inspections are carried out; *Caretaker*

- Ensuring action is taken on issues arising from the safety visits carried out by the Corporate Safety Section; *Headteacher, School Business Manager and Caretaker*

- Disseminating health and safety information to appropriate persons throughout the school; *School Business Manager and Caretaker*

- Arrange for all amendments to corporate, departmental and school health and safety policies to be communicated to all school staff; *Headteacher*

- Ensuring that all staff and visitors are properly informed of the school's health and safety arrangements; *Admin team*

- Ensuring that contractors, members of the public and visitors follow the school's safety procedures; *Caretaker, Admin team*

- Ensuring that contractors working on at the school are signed in and out, work only by appointment and that all health and safety implications have been covered with the contractor before work is allowed to commence. *Caretaker, Admin team*

- Ensuring equipment maintenance records are kept and maintained including:
    - Maintenance of fire alarm and fire extinguishers;
    - Maintenance of gas appliances;
    - Inspection and testing of portable electrical equipment;
    - Maintenance of hoists, lifting equipment etc.

  Caretaker

- Ensuring that all new staff are made aware where they can read a copy of the school's health and safety policy. *Headteacher*

- **Accident / Incident Reporting and Investigation**

Ensuring that accidents and cases of work-related ill health involving employees (or non-employees and pupils where the non-employee or pupil is taken directly to hospital) is reported and investigated using the online accident reporting and investigation system at:

https://accidentreport.merton.gov.uk/myaccount

and in line with the Corporate Accident and Investigation procedure; *Headteacher, School Business Manager*

Minor injuries to non-employees (i.e. pupils and visitors) will be recorded locally in the school's Incident Report book. Where first aid is given this will be reported on the First Aid Record of Treatment form.

The Incident Report book is kept by: *Candice Stevenson/Sheerine Ahmed* in the School Office and the First Aid Record of Treatment forms are kept by: *Admin team and nominated lunchtime first aiders on duty* in medical room

The Headteacher will investigate all incidents and act on findings to prevent a recurrence.

The Headteacher or School Business Manager are responsible for reporting incidents to the Corporate Safety Section and maintaining records.

All accidents and incidents (including simple bumps and bruise type accidents, dangerous occurrences, near misses and acts of violence and aggression) are reported and investigated using the online accident reporting system and following corporate procedures on accident reporting and investigation.

As part of the accident investigation process, risk assessments must be completed and/or reviewed and/or revised in order to establish the effectiveness of existing control measures and to identify further control measures that can be put in place to eliminate or reduce the hazards identified and prevent recurrence.

- **Consultation with Employees**
  Union-appointed safety representatives are *none*

Consultation with employees not represented by a union is provided through publication of the policy on the website and through staff meeting review and discussion.

- **Infection Control**

The Headteacher is responsible for ensuring that the school maintains procedures for infection control in line with the latest government guidance.

- **Display Screen Equipment and Workstations**

The Headteacher is responsible for ensuring that all designated users within the school complete the online training and workstation self-assessment form following guidance and documentation available on the Merton Extranet.

- **Educational Visits**

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the LA's Educational Visits Adviser (EVA). School trips and outings require specific risk assessments to be carried out.

The school's appointed Educational Visits Co-ordinator (EVC) is *Lisa Kingsbury*.

- **Emergency Procedures – Fire and Evacuation**

Escape routes are checked by: *Caretaker* every day

Fire extinguishers are maintained and checked by: Standby Fire Protection annually;
Alarms are tested by: *VTFS Ltd* every *3 months*

Emergency evacuation procedures will be tested once every term by: *Caretaker and Headteacher*

- **Fire Safety**

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by *HT/School Business Manager* following guidance and documentation available on the Merton Extranet/Extranet.

- **First Aid**

First aid box (es) is / are kept at: *medical room, nursery office, After School Club*

The following employees are available to provide first aid:

Tracy	Adams	Phase 3
Sheerine	Ahmed	Admin Office/Before & After School Club Manager
Kadijat	Akitoye	Lunchtime
Humera	Bhimani	Phase 1
Joe	Blanco	Caretaker
Denise	Brewer	Admin Officer
Ada	Chant-Tuft	Phase 2
Marie	Clarke	Phase 3
Clara	Clement	Phase 1
Rachel	Clement	Phase 1
Grace	Conway	Phase 1
Paris	Cowlard	Phase 1/Phase 2
Sharon	Dorans	Phase 3
Tooba	Hassan	Lunchtime
Michele	Heasman	Phase 2/Phase 3
Sandra	Hill	Phase 3
Maggie	Holgate	Phase 2/Lunchtime
Zahida	Khanum	Lunchtime
Anne	Knights	Phase 3
Sharon	Mallison	Phase 1
Marta	Montenegro	Phase 3
Elaine	Puckey	Phase 3/Lunchtime/After School Club Assistant
Louise	Rooney	Phase 3
Marlis	Rowe	Phase 1
Sarah	Saller	Phase 1
Maria	Sanchez	Phase 2
Androulla	Savva	Phase 2/After School Club Assistant
Vanessa	Scheubel	Phase 1/After School Club Assistant
Shahnila	Sheikh	Phase 1/Phase 2
Lisa	Spence	Lunchtime
Tina	Stephens	Phase 1/Phase 2
Candice	Stevenson	Admin Office/Before & After School Club Manager
Zoya	Tajammal	Phase 1
Daisy	Walker	Phase 1

- **Mental Health First Aiders**

  The following members of staff are trained Mental Health First Aiders: Chantelle Jessop, Rachel Sood

- **General Risk Assessments**

General Risk Assessments will be completed by the *School Business Manager* following guidance and documentation available on the Merton Extranet.

Caretaker and Headteacher will be responsible for ensuring all required actions and control measures are implemented.

- **Hazardous Substances**

Caretaker will identify hazardous substances and ensure Safety Data Sheets AND COSHH assessments are in place for these substances by following guidance and documentation available on the Merton Extranet.

The principle requirement of the Control of Substances Hazardous to Health, (COSHH) Regulations 2002 is that an assessment be made of the use at work of substances which are classified as hazardous to health, and that steps are taken to prevent or, where this is not reasonably practicable, to adequately control exposure to such substances.

- **Health and Safety Training:**

The members of staff named below have received or will receive health and safety training in the following areas:

- **Induction**

  Health and safety induction training will be provided for all new employees and for work experience placement students by *Headteacher/Deputy Headteacher* following guidance and documentation provided by Learning & Development.

- **Strategic Health and Safety Management and Premises Management Training**

  Accident Reporting and Investigating: *Paul Lufkin/Helen Gaffney*

  Asbestos Awareness: *Joe Blanco, Paul Lufkin*

  Control of Substances Hazardous to Health: *Joe Blanco*

  Critical Incident Management: *Paul Lufkin/CIMT*

  Display Screen Equipment (workstations): *Paul Lufkin/Helen Gaffney*

  Educational Visit Co-ordinator: *Lisa Kingsbury*

  Fire Risk Assessment: *Joe Blanco, Helen Gaffney*

  Fire Wardens: *D Brewer, H Gaffney, C Stevenson, J Blanco, S Mallison, A Knights, H Bhimani, M Heasman, S Dorans, M Holgate*

  Food Hygiene: *M Aziz, Wing Man Wan, Tracey Clarke, Simone Keenan, Jade Harrison*

Fire Awareness in Education: *Paul Lufkin*

Risk Assessment: *Joe Blanco, Helen Gaffney*

Safe Manual Handling of Static Loads: *Joe Blanco*

Legionella Awareness: *Paul Lufkin, Joe Blanco*

- **Primary and Secondary PE and School Sport**
  Risk Management in PE and School Sport: *AMSA do their own otherwise none for school staff*

  Safe Supervision of Swimming for Teaching Assistants: *none*

- **Outdoor Education**
  Educational Visits Coordinator: *Lisa Kingsbury*

- **Occupational Risks**
  First Aid at Work: *Joe Blanco, Candice Stevenson*

Emergency First Aid at Work: *Tracy Adams, Kadijat Akitoye, Denise Brewer, Ada Chant-Tuft, Marie Clarke, Paris Cowlard, Sharon Dorans, Michele Heasman, Sandra Hill, Maggie Holgate, Zahida Khanum, Anne Knights, Marta Montenegro, Elaine Puckey, Louise Rooney, Androulla Savva, Shahnila Sheikh, Lisa Spence,*

Paediatric First Aid (for schools with children up to age 5):,
Sheerine Ahmed, Humera Bhimani, Clara Clement, Rachel Clement, Grace Conway, Tooba Hassan, Sharon Mallison, Marlis Rowe, Sarah Saller, Maria Sanchez, Vanessa Scheubel, Tina Stephens, Zoya Tajammal, Daisy Walker

Manual Handling: *Joe Blanco*

Moving and Handling of Disabled Pupils: *none*

Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training: *none*

- **Caretaking/Site Management**
  School Caretakers Health and Safety Awareness: *Joe Blanco*

  Safe Use and Inspection of Ladders and Stepladders: *Joe Blanco*

  Institute of Sport and Recreation Management (ISRM) Pool Plant Operators Certificate: *none*

- **Health and Well-Being**
  Well-Being Facilitators: *Paul Lufkin, well being governor (Sam Rickman)*

- **Minibuses**
  Merton Council Minibus driver training: *none*

- **Training Records and Training Needs Identification**

Health and safety training records are held by: *School Business Manager*

Training needs will be identified, arranged and monitored by: *School Business Manager*

- **Information and Advice**

  Statutory health and Safety Law Poster(s) is displayed in the *staffroom*.

Health and safety advice is available from Corporate Safety Services on 020 8545 3388 or https://www.merton.gov.uk/business-and-consumers/health-and-safety

- **Lead Governor for Health and Safety**

  The lead governor with responsibility for health and safety is *Will Mellor*

- **Management of Asbestos**

The asbestos register and asbestos management plan is held by: *School Business Manager - office*

Caretaker is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Asbestos Compliance Officer.

- **Managing Medicines**

Prescribed medication will be administered to pupils following guidance and documentation on the Merton Extranet.

Admin team (Candice Stevenson) are responsible for control of administration of medicines to pupils.

- **Managing Contractors**

School Business Manager is responsible for selecting contractors. *Caretaker* is responsible for procedures for managing contractors, including signing in and giving authorisation to work complying with health and safety regulations.

- **Manual Handling**

Manual handling risk assessments will be carried out by the *Caretaker,* following guidance and documentation available on the Merton Extranet

Manual handling means any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force. Any load which is to be handled and poses a risk of injury must be risk assessed and where appropriate records identifying the significant risks and control measures kept on file.

- **Monitoring**

Routine inspections of the premises to ensure that safe working practices are being followed will be carried out by: *Caretaker, School Business Manager & Headteacher* every: *term*

- **Occupational Health**

Access to occupational health services is via *LBM/Duradiamond Health.*

- **On-Site Vehicle Movements**

The risks of persons and vehicles coming into contact will be controlled by the following measures: *separated car park, children under escort/adult supervision, car parking policy, intercom/code-controlled access, gate between car park and playground*

- **Review of Policy**

This policy will be reviewed annually or earlier in the light of experience, or because of operational or organisational changes or for any other reason that the policy ceases to be valid.

- **Risk Assessment of Curriculum Activities**

Relevant year group leaders and subject teachers will carry out risk assessments for curriculum activities if necessary using curriculum Codes of Practice and following guidance and documentation available on the Merton Extranet.

All risk assessments must be in writing and recorded on the corporate risk assessment forms and must be readily available at the school. The risk assessments must be disseminated to all those affected by it.

All relevant information must be provided to teachers and to employees relating to the risk assessment. Appropriate training and instruction arising from any assessment must be implemented.

- **Safe Plant and Equipment**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors.

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by:

VTFS Ltd – emergency lighting (bi annually) & fire alarm call points (quarterly)
Aquatide – monthly water temperature monitoring
Joe Blanco for flushing of infrequently used water outlets

Any problems or defects with plant and equipment should be reported to *School Business Manager.*

- **Selection and Management of Contractors**

School Business Manager is responsible for ensuring that contractors are selected and managed following guidance and documentation available from the Merton Extranet.

- **School Security and Visitors**

All visitors must report to *a member of staff* at the *school office* where they will be asked to sign into the visitor's system and wear a visitors' badge.

Other arrangements to ensure the security of pupils and employees on site are: challenging unknown adults, gate/door control and release mechanisms, intercom systems, rapid response cards, regular reminders for staff in meetings, intruder alarm, members of staff in the playground and CCTV system.

- **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by *Headteacher* following guidance available on the Merton Extranet. Where applicable the assessment cross-refers to the school's behaviour policy.

Health and Safety Responsibilities of Class Teachers

All Class teachers are required to:

a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
b) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
c) Give clear oral and written safety instructions and warnings to pupils when necessary.
d) Follow safe working procedures.
e) Require the use of protective clothing and guards where necessary.
f) Make recommendations to the headteacher or their line manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
h) Report all accidents, defects and dangerous occurrences to their Year Group Leaders (and caretaker via Google Document).

Health & Safety Responsibilities of All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

a) Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
b) Cooperate with school management in complying with relevant health and safety law.
c) Use all work equipment and substances in accordance with instruction, training and information received.
d) Report to their manager any hazardous situations and defects in equipment found in their work places.
e) Report all incidents in line with the incident reporting procedure.
f) Act in accordance with any specific health and safety training received.
g) Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
h) Exercise good standards of housekeeping and cleanliness.
i) Co-operate with appointed Union Health and Safety Representative(s).

Pupils

Pupils, allowing for their age and aptitude, are expected to:

a) Exercise personal responsibility for the health and safety of themselves and others.
b) Observe standards of dress consistent with safety and/or hygiene.
c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Health and Safety Representatives

Paul Lufkin and the Governing Body of the Wimbledon Park Primary School recognise the role of Health and Safety Representatives appointed by recognised trade unions.

Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They will also be consulted on health and safety matters affecting all staff. They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

Part 3: Arrangements and Procedures

This details the operational arrangements in place at *Wimbledon Park Primary School* to ensure the health, safety and welfare of employees or anybody else who may come onto site e.g. pupils, students, staff, visitors, contractors etc.

It describes how *Wimbledon Park Primary School* will meet the standards set out in the Part 1 Statement of Intent and details procedures and arrangements for controlling the risks involved in a range of site/section activities.

The Arrangements relevant to *Wimbledon Park Primary School* are listed in the Table of Arrangements below. The table is split into two parts. The first part lists mandatory health and safety arrangements that ALL sites/section MUST have in place.

The second part lists the local operational health and safety arrangements specific to the particular area of work carried out at *Wimbledon Park Primary School.*

The tables contain the following columns.

- Subject Heading of the Arrangement
- Name and Job Title of the person responsible for the Arrangement
- Location of the Arrangement
- Date of Issue
- Date of Review

The Arrangements and Procedures will either be located here in this document from page 20 onwards as part of the health and safety policy of *Wimbledon Park Primary School.* If this is the case then the page number must be entered in the Location of Arrangement column.

Where, for operational reasons and ease of use, size of file/folder etc certain Arrangements e.g. fire safety management; critical incident management; school trips etc are contained within other documents then their exact location must be entered in the Location of Arrangement column so that staff are aware they exist and exactly where to find them.

Paul Lufkin is responsible for ensuring that suitable health and safety Arrangements and Procedures are in place at *Wimbledon Park Primary School* and for ensuring the following tables are accurately completed at all times.

Table of Mandatory Arrangements

Table of Mandatory Arrangements for: *Wimbledon Park Primary School*				
Subject Heading	**Name and Job Title of Person Responsible**	**Location of Arrangement**	**Date of Issue**	**Date of review**
Asbestos Management	**Helen Gaffney, SBM**	**LBM Policy, admin office**	**Mar 26**	**Mar 27**
Client Handling	**Joe Blanco Caretaker**	**LBM Policy, caretaker's office**	**n/a**	**n/a**
Control of Hazardous Substances	**Joe Blanco Caretaker**	**LBM Policy, caretaker's office**	**n/a**	**n/a**
Critical Incident Management	**Paul Lufkin, Headteacher**	**School Policy**	**Nov 2022**	**Nov 2025**
Educational Visits / School Trips, including residential visits and any school-led adventure activities	**Lisa Kingsbury, Deputy Headteacher**	**School Policy**	**Mar 2024**	**Mar 2027**
Fire Safety and Emergency Arrangements including Evacuation Procedures	**Helen Gaffney, SBM**	**School Policy Admin office**	**Sep 2025**	**Sep 2026**
Managing Medicines and Medical conditions Policy (Managing the Education of Children with Medical conditions)	**Paul Lufkin, Headteacher**	**School Policy**	**Feb 25**	**Feb 2027**
Managing The Risk of Severe Allergies Policy	**Paul Lufkin, Headteacher**	**School Policy**	**Mar 24**	**Mar 26**
Lettings	**Paul Lufkin, Headteacher**	**School Policy**	**Mar 2026**	**Mar 2028**
Manual Handling of Static Loads	**Joe Blanco Caretaker**	**LBM Policy, caretaker's office**	**n/a**	**n/a**
Personal Protective Equipment (PPE)	**Joe Blanco Caretaker**	**LBM Policy, caretaker's office**	**n/a**	**n/a**
Risk Assessment (including general and activity/task specific)	**Helen Gaffney, SBM Paul Lufkin, Headteacher, Joe Blanco Caretaker,**	**Risk Assessment Folder, network drive: Admin/H&S/RAs**	**Reviewed annually**	**Annually**
Managing Aggressive Behaviour from Parents and Visitors	**Paul Lufkin, Headteacher**	**School Policy**	**Oct 2024**	**Oct 2027**
Workstation (Display Screen Equipment) Assessments	**Paul Lufkin, Headteacher**	**Admin/H&S/ Display Screen Equipment**	**n/a**	**n/a**

Lone Working

Arrangements for Staff

Adhere to the school's lone working agreement and procedures.

Managing Work Related Stress

Follow LB Merton's procedure for Managing Attendance for Staff in Schools

On-Site Vehicle Movements

Car Parking Policy
Staff escort vehicle access to main playground when children are attending school, during the school day.

Slips, Trips and fall

- Give 1st aid support as necessary
- Inform Senior Leadership/Office Staff/Caretaker
- Site Manager/Office Staff locate hazard make safe and clean/clear; put up Hazard Sign 'Wet Surface'
- Undertake further risk assessment if required
- Make note of accident in Medical Room record book and complete LB Merton's on-line accident report form if appropriate