# HEALTH AND SAFETY AND RISK ASSESSMENT POLICY

| Date | Review Date | Headmistress | Proprietor |
|---|---|---|---|
| **November 2026** | **November 2027** | **Mrs Paula Flindall** | **Mr Brian Berkery** |

This policy forms part of a set of documents and policies which relate to the safeguarding and welfare responsibilities of the school.

## PROPRIETOR'S STATEMENT OF INTENT FOR HEALTH AND SAFETY AND RISK ASSESSMENT

The overall responsibility for Health and Safety within the school lies with the proprietor who will have due regard for the non-statutory advice published by DfE as:
https://www.gov.uk/government/publications/health-and-safety-advice-for-schools Health and Safety: responsibilities and duties for schools 2022.
The DfE Advice summarises the relevant health and safety laws referred to in the regulations.

As a school, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in a manner that is safe for all. The proprietor is committed to safeguarding the welfare of everyone in our community in order that effective learning can take place.

Day to day responsibility for the operation of health and safety at the school is vested with the proprietor. The proprietor will implement and maintain this policy, according to the below policy and its organisational structure, and will consider health and safety matters when assessing the school budget. The proprietor will also ensure that the school adheres to the following, again according to the below policy organisational structure, for managing health and safety:

- the external fabric of the school, equipment and systems of work are to be surveyed and inspected regularly by qualified professionals
- their recommendations (together with other defects) are to be tabled at each of the monthly health and safety meetings and are to form the basis of the school's routine maintenance programmes
- a competent person is to write a fire risk assessment which is to be updated every 3 years and more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- health and safety training is to be undertaken regularly including induction training for new staff.

- all staff are to receive Paediatric First Aid training every 3 years

All members of staff have an individual responsibility to take reasonable care of their own safety and that of pupils, parents, visitors and contractors (ISSR 319). Staff have a common-law duty to act as any prudent parent would do when in charge of pupils. Also, they have a duty to cooperate with the proprietor, headmistress and below health and safety organisational structure representatives, in order to enable the proprietor to comply with our health and safety duties. This includes reporting any risks or defects through the appointed channels.

The school has a policy in accordance with the Education (Independent School Standards) Regulations (ISSRs) and, in particular, in relation to the Part 3 obligations of the proprietor, to make arrangements to safeguard and promote the welfare of pupils at the school by the implementation of a written risk assessment policy (ISSR 317) and the Part 8 obligations of those with leadership and management of the school to actively promote the wellbeing of pupils. This Risk Assessment Policy is included below.

All staff are briefed on where copies of this statement and supporting health and safety documents can be obtained. The information relevant to the pupils, parents and visitors is to be brought to their attention, as required.

Name: Mr Brian Berkery
(The Proprietor)

Signature:



Date: November 2026

## HEALTH AND SAFETY

### ORGANISATION

Overall responsibility for health and safety (including risk assessment) rests with the proprietor. But in order to manage the policy effectively it is necessary to share the many duties. The division is summarised below.

| Name | Responsibility | Report Issues To: |
|---|---|---|
| Mr Brian Berkery | Head of Health and Safety | |
| Mr Terry Hatcher | Head of Health and Safety Administration | Mr Brian Berkery |
| Mrs Arpuna Chauhan | Health and Safety Administrator (including accidents and incidents) | Mr Terry Hatcher |
| Mrs Paula Flindall | Policy and Implementation Manager | Mrs Arpuna Chauhan and/or Mr Terry Hatcher |
| NatWest Mentor Advisor Mr Raymond McCabe | Safety, Health and Environmental Advisor (including Annual Check) | Mr Brian Berkery |

### HEAD OF HEALTH AND SAFETY - THE PROPRIETOR

The Head of Health and Safety must ensure that the school has a structure in place to manage health and safety effectively and which is integrated into general day-to-day management. In particular, he must ensure that:

- plans for continuous improvement in health and safety management are developed and reviewed regularly
- all school activities are organised and have sufficient arrangements and resources to ensure that health and safety can be managed effectively
- a clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils
- responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of their duties
- staff have sufficient experience, knowledge and training to perform the tasks required of them
- clear procedures are created which assess the risk from hazards and produce safe systems of work
- sufficient funds are set aside with which to operate safe systems of work
- health and safety performance is constantly measured and reviewed

- the school premises and the accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured

**HEAD OF HEALTH AND SAFETY ADMINISTRATION – SCHOOL BURSAR**

The Head of Health and Safety Administration is responsible for policing the safety arrangements that have been put in place. Their duties include ensuring that:

- he is fully committed to the proprietor's Statement of Intent for Health and Safety
- appropriate consultation arrangements are in place for staff and children
- arrangements are in place to monitor premises and performance
- records are maintained of all health and safety activities including management
- reporting to the Proprietor on the health and safety performance of the school take place

**HEALTH AND SAFETY ADMINISTRATOR – SCHOOL SECRETARY**

The Health and Safety Administrator has day to day responsibility for organising health and safety. Her duties include ensuring that:

- all accidents are investigated and any remedial actions required are implemented
- co-ordinating inspections and the performance monitoring process
- provision is made for inspections and maintenance of work equipment throughout the school
- records are maintained of all health and safety activities including management
- the Head of Health and Safety (proprietor) is advised of situations or activities which are potentially hazardous to the health and safety of staff, children and visitors
- any other functions are carried out, devolved to them by the Head of Health and Safety (proprietor)
- appropriate information on significant risk activities is given to visitors and contractors

**POLICY AND IMPLEMENTATION MANAGER –HEADMISTRESS**

- a clear written local policy for health and safety is in place
- the necessary health and safety policies and assessment are in place and that they are relevant, understood and annually reviewed
- the policy is communicated adequately to all relevant persons
- all staff are provided with adequate information, instruction and training on health and safety issues including at induction
- staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally
- risk assessments of the premises and working practices to be undertaken
- safe systems of work are in place as identified from risk assessments
- emergency procedures are in place
- equipment is inspected and tested in order to confirm it remains in a safe condition
- records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.

## ALL STAFF

All staff 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. Staff must:

- comply with the school's Health and Safety Policy and procedures at all times – in particular procedures for fire, first aid and other emergencies
- co-operate with the school management in complying with relevant health and safety law
- use all work equipment and substances in accordance with instruction, training and information received
- report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces
- complete daily risk assessments (Appendix 1)
- report all incidents in line with current incident reporting procedure
- act in accordance with any specific health and safety training received
- inform the Health and safety Administrator (School Secretary) of what they consider to be shortcomings in the school's health and safety arrangements
- exercise good standards of housekeeping and cleanliness

## CHILDREN

Children, in a manner appropriate to their age, stage of development and understanding, are supported to learn simple safety rules, including not touching electrical sockets, plugs, switches or cables and telling an adult if they see something damaged or unsafe. Staff retain responsibility for supervision and for ensuring that children are not expected to manage risks independently.

- exercise personal responsibility for the health and safety of themselves and others
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety

## OCCUPATIONAL HEALTH AND STRESS

The school recognises that its duty of care extends to mental health as well as physical health at work. It is committed to providing a supportive working environment that maintains and promotes the health and wellbeing of all staff. The school is committed to implementing staff wellbeing practices which includes improving the organisational environment through effective and sensitive management including training and providing information, enabling individuals to cope successfully with the demands and pressures of work, and providing support for employees whose health and well-being are affected by stress. We have a member of the teaching staff who has additional responsibility for staff wellbeing.

## PROCEDURES AND ARRANGEMENTS

The proprietor is fully committed to promoting the safety and welfare of our community to facilitate effective education in a secure environment. His highest priority lies in ensuring that all

the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but also with best practice. ISSR regulations require schools to have a risk assessment policy and the school has always evaluated risk as part of its Health and Safety Policy and now formally states for regulatory purposes that the Risk Assessment Policy is documented below. Risks are inherent in everyday life. They need to be identified and systems adopted to minimise them.

## RISK ASSESSMENT POLICY

This policy is drawn up and implemented in accordance with Independent School Standards Regulations (ISSR 2014) and in particular in relation to the Part 3 obligations of the proprietor to make arrangements to safeguard and promote the welfare of pupils at the school by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management of the school to actively promote the wellbeing of pupils.

### WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation. Some further definitions include:

- a hazard is something with the potential to cause harm e.g. fire
- a risk is an evaluation of the probability, or likelihood, of a hazard occurring. For example, a chip pan will catch fire if left unattended. Risks must be assessed individually and rated according to the likelihood and severity of harm, taking account of the children's ages, needs, activities and the effectiveness of the controls in place. Risks must not automatically be classified as low. For simplicity, the template used for risk assessments identifies the level of risk
- risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk such as staff training, clear work procedures, heat detectors, fire alarms, fire practices etc.

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Simple measures can be very effective and inexpensive.

Risk assessments are reviewed and updated annually. All staff and children receive appropriate training. A 'library' of risk assessments is maintained by the Policy and Implementation Manager (deputy headmistress) and copies are also available for staff to refer to and use for themselves.

### POLICIES LINKED TO RISK ASSESSMENTS

There are numerous activities carried out which require a separate policy and/or risk assessment. The most important of these are:

**Fire Safety Policy**
The school acknowledges that despite risk management measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised and records kept to ensure that they are adequate, most notably, regular

fire evacuation drills. Inspections of the means of escape, identification of any fire risk and maintenance of fire warning systems and fire-fighting equipment will take place regularly and to ensure that appropriate precautions are in place. Records of the testing of fire detection and warning equipment is also kept. All employees shall be given suitable instruction in basic fire prevention measures. Employees should report any concerns they have about fire hazards etc. to the Health and Safety Administrator (school secretary) so that the school can take the appropriate measures to eliminate the problem. The school will ensure that housekeeping standards are such as to minimise the risk and development of fire. Effective security precautions shall be taken to minimise the risk of arson both within buildings and on the grounds of every site. Please also refer to the School's Fire Evacuation Procedures.

**Educational Visits Policy**
The school has a policy for educational visits and trips which includes a risk assessment template and the adult/child ratios.

**First Aid Policy and Medicines Procedure**
The school has a first aid policy for first aid and all other treatments and procedures for children and staff. Supplies of first aid material will be held in every classroom and at various other locations throughout the school. They will be prominently marked and all staff will be advised of their position. The contents of the first aid boxes will be checked regularly and any deficiencies made good without delay. Accidents and Incidents are recorded and passed to the Health and Safety Administrator (school secretary) for collation. The Head of Health and Safety Administration (school bursar) or Health and Safety Administrator (school secretary) is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013(RIDDOR). Additionally, all staff receive Paediatric First Aid training from a recognised provider every 3 years to enable effective treatment to be given and the burden to be shared. A record will be made of each occasion any member of staff, any pupil or any other person receives first aid treatment either on the school premises or as part of a school-related activity. The proprietor will receive information about all major accidents and investigate them to determine the correct course of action to reduce the risk of the accident happening again.

**Site Security Policy**
The deputy headmistress is to monitor the school's Visitors and Site Security Policies to ensure they continue to safeguard staff, children, parents/carers and visitors as much as reasonably practical.

**Online Safety and Acceptable User Policy**
The focus of the school's policy is to ensure that every pupil leaves understanding the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

**RISK ASSESSMENTS**

Risk assessments are also needed for other areas including the following:

**Educational**
The following educational subjects require assessments and should be completed:

1. Outdoor areas
2. Fire exit stairs

**Procedural**
There are a number of procedural activities, which require assessments and should be completed:

1. Use of garden
2. Movement around the school

**Fire Risk Assessment**
A risk assessment for every room, stairs, corridor and emergency exit in the school is required to ensure the school provides a safe fire environment.

**Cleaners**
A similar assessment is necessary for the cleaners and cleaning equipment in the school. The proprietor is responsible for the health and safety of the Cleaning Team.

**Handling and Storage of Chemicals and Harmful Substances**
An assessment so that all persons on the premises are aware of how to handle and store chemicals and harmful substances and how they are kept away from the children.

**Maintenance, Contractors & Hirers**
The proprietor will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with Sections 3-4 of the Health and Safety at Work, etc. Act 1974.

**Equipment**
Risk assessments and training are needed for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). The proprietor is responsible for the health and safety of the Maintenance Team.

**Computer Screens Risk Assessment**
Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen. The deputy headmistress is responsible for conducting individual assessments. The proprietor is responsible for evaluating requests for equipment and informing staff of alterations to working conditions. The school will, in consultation with staff, carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the worker and take all necessary measures to remedy any risks found as a result of the assessment. The

school will advise existing employees, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

**Slips and Trips**

The school has a duty of care to protect people in the workplace from slips trips and falls which are the most common reasons for injury in the workplace. The basic guidelines listed in the Slips and Trips Risk Assessment are to be observed by staff. Any concerns which are identified daily when opening and/or locking up the school's buildings will be relayed to the Head of Health and Safety (proprietor).

**Pregnancy**

The school acknowledges that pregnant members of staff may need adjustments to their working environment if a significant health and safety risk is identified which goes beyond the normal level of risk found outside the workplace. Options include temporarily adjusting working conditions and/or working hours; or if that is not possible offering suitable alternative work; or if that is not possible suspending the teacher from work on paid leave for as long as necessary to protect her health and safety, and that of her child. The school's routine risk assessments have not identified risks particular to pregnant mothers and the onus is placed on them to approach the Policy and Implementation Manager (deputy headmistress), if they encounter a hazard which should be investigated.

**Lone Working**

On occasions when it is necessary for staff to work alone in areas of the school that have been vacated after normal working hours, they must take particular care to avoid undertaking hazardous work tasks and to remain alert in the unlikely event of confronting an intruder. All staff working alone must make themselves aware of how to summon help if necessary and are strongly advised to carry a mobile phone with them at all times.

**Manual Handling**

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace. The school will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Suitable information and training will be provided to persons who are required to carry out manual handling activities. Refresher training will also be given at reasonable intervals.

**School Trips**

Sensible management of risk does not mean that a separate written risk assessment is required for every activity. schools are advised to adopt a common sense and proportionate approach, remembering that risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether, but it should avoid needless or unhelpful paperwork. See the Educational Visits Policy.

**Safeguarding and Child Protection**

The school's safeguarding and child protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children and are not allowed to work in the UK. Everyone in our community receives regular child protection training and the school manages this risk to an acceptable level. The Designated Safeguarding Lead (deputy headmistress) is responsible for ensuring the school complies with Keeping Children Safe in Education requirements.

**CONDUCTING A RISK ASSESSMENT**

The school uses a generic risk assessment form and the school endeavours not to carry out any high-risk activity. Activities involving pupils are normally LOW risk. Pupils are always given a safety briefing before participating in all activities, and are expected to wear protective equipment, if required, and to follow instructions.

**Specialist Support for Risk Assessments**

The Head of Health and Safety (proprietor) arranges for specialist contractors to carry out the following inspections and safety checks in support of the school's written risk assessments. Records are maintained.

- Fire Safety - an audit is conducted by an independent advisor every 3 years to support the Fire Safety Policy and risk assessment
- Gas Safety - in accordance with The Gas Safety (Installation and Use) Regulations 1998, it is the duty of every employer to ensure that any gas appliance, installation pipework or flue installed at any place of work under his control is maintained in a safe condition in order to prevent risk of injury to any person.
- The school boilers for the heating and hot water systems are inspected and serviced annually as part of the Insurance requirements.
- Electrical Safety - electrical installations and equipment are maintained so as to prevent danger. Portable equipment is subject to documented, risk-based user checks, visual inspections and, where the risk assessment indicates it is necessary, inspection and testing (including PAT) by a competent person. PAT is not automatically required annually for every item. Fixed electrical installations are inspected and tested by a suitably qualified electrician at appropriate risk-based intervals. Unsafe equipment is immediately taken out of use.
- COSHH - a contractor is engaged every 3 years to review the COSHH hazard and data sheets, storage arrangements and safety measures including first aid provision.

When work is carried out the school, in consultation with the maintenance staff and their representatives, will:

1. Carry out an assessment of any remedial or repair work required for the premises and grounds and task specific staff, whether internal or external, to carry out this work.
2. Avoid work at heights or with live electrical equipment wherever possible.
3. Avoid manual handling wherever possible.
4. Cordon off work areas to restrict unauthorised entry wherever possible.

5. Carry out an assessment of how the machinery should be isolated to enable maintenance work to be carried out safely including when guards have been removed.
6. Take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety.
7. Provide any training and personal protective equipment that might be necessary for staff in all areas of the school to operate equipment safely.
8. Ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise, and remedial action can be taken.

**REVIEWS**

All risk assessments are reviewed annually and submitted to the proprietor for approval. However, all staff are asked to monitor activities regularly and recommend possible improvements immediately.

All incidents are to be investigated in order to learn any lessons that might prevent a recurrence and relevant risk assessments are to be amended appropriately, if required.

This Health and Safety Policy, including Risk Assessments, is reviewed annually and approved by the Head of Health and Safety (proprietor).

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| **Proprietor:** |  | **Date:** | November 2026 |

**ADDITIONAL EARLY YEARS HEALTH, SAFETY AND WELFARE ARRANGEMENTS (2026)**

This section applies to all nursery and pre-reception provision at Broadhurst School and should be read alongside the current Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers, effective from 1 September 2026. The EYFS requires providers to take all necessary steps to keep children safe and well. Staff must follow the current statutory framework and associated Department for Education guidance, rather than relying on superseded versions.

**Electrical safety: sockets, plugs and switches**

Broadhurst School does not use plug-in socket inserts/covers in standard UK BS 1363 socket outlets. Modern compliant sockets incorporate internal safety shutters. Insert-style covers are not a substitute for safe installation, maintenance or supervision and may create additional hazards: an incorrectly sized or inserted cover can interfere with the shutter mechanism, damage socket contacts, or contribute to overheating and fire. This policy position reflects current electrical safety guidance. If a particular socket or location presents an identified residual risk, the Headteacher and Proprietor must arrange a specific assessment and obtain advice from a competent electrician before introducing any alternative protective measure. Staff must not improvise socket protection.

• Sockets must be of an appropriate standard, securely fixed, undamaged and maintained. Staff must not remove socket faceplates, insert objects into sockets, or attempt electrical repairs.
• Children must not touch sockets, plugs, switches, extension leads or electrical cables. Staff must not allow children to switch sockets on or off, insert or remove plugs, or use electrical

equipment unless this is part of a specifically assessed, age-appropriate activity under direct adult control.

• Children should be taught simple, repeated safety messages such as: “Sockets are not toys”, “Do not touch plugs or switches”, and “Tell an adult if you see a broken cable or plug”. Teaching must be calm, age-appropriate and reinforced through everyday routines. It does not replace adult supervision.

• Staff must keep children away from sockets and electrical equipment where practicable through room layout, furniture positioning and supervision. Furniture must not create climbing opportunities or obstruct access needed by adults in an emergency.

• Electrical equipment, chargers and leads must be kept out of children’s reach when not in use. Leads must not trail across walkways, be accessible for pulling or chewing, or be routed where they may be trapped, crushed or damaged.

• Do not overload sockets or daisy-chain extension leads. Use extension leads only where necessary, in accordance with manufacturer instructions and the school’s risk assessment. Keep electrical equipment away from water, sinks and wet areas.

• Any socket, switch, plug or cable showing cracks, looseness, exposed wiring, scorch marks, discolouration, unusual heat, buzzing, crackling, a burning smell or repeated tripping must be treated as unsafe. Stop using it, prevent access, isolate the supply only if this can be done safely by an authorised adult, and report it immediately to the Headteacher/Health and Safety Administrator. Do not touch or investigate damaged electrical equipment.

• Only a competent, suitably qualified person may install, alter or repair fixed electrical installations. Staff must not carry out electrical repairs.

• The school will maintain records of electrical inspections, remedial work, equipment checks and reports of faults. Electrical installation inspection/testing and portable appliance maintenance will be risk-based and carried out by competent persons as appropriate.

**Electrical safety: daily staff checks**

At the start of each session and during the day where a concern arises, staff must make a visual check of the electrical environment in the rooms they use. The check is visual only; staff must not dismantle, probe or test sockets.

• Socket faceplates are secure, intact and show no visible damage, scorching or discolouration.

• Switches and plug fittings are intact; there are no loose fittings, exposed wires or unusual smells/sounds/heat.

• No plug-in socket inserts/covers are being used; any found must be reported to the Headteacher for safe removal by an appropriate adult and inspection if required.

• Cables are intact, safely routed and inaccessible to children; no trailing, trapped, frayed or taped cables are present.

• Electrical appliances, chargers and extension leads are suitable, undamaged, not overloaded and positioned away from water and children.

• Any fault is immediately taken out of use/area access restricted, reported and recorded; the item or socket is not returned to use until confirmed safe.

**Supervision, premises and equipment**

Children in nursery and pre-reception are young, mobile and naturally curious. Risk assessments must take account of children’s developmental stage, mobility, communication, additional needs, behaviours and the way rooms are used at different times of day. Staff deployment and supervision must be sufficient to maintain sight and hearing of children as required by the EYFS and to respond promptly to hazards.

• Rooms, corridors, stairs, entrances, toilets and outdoor areas must be checked before children use them and monitored throughout the session. Hazards must be removed or access restricted immediately.
• Toys, furniture, play equipment and learning resources must be age-appropriate, stable, clean, in good repair and checked regularly. Broken, damaged or recalled items must be removed from use.
• Cleaning products, medicines, sharp tools, batteries, small hazardous items and other substances/equipment that could cause harm must be securely stored and inaccessible to children. COSHH requirements and manufacturer instructions must be followed.
• Building work, maintenance and contractors must be planned and risk assessed before work begins. Work areas must be securely segregated from children, tools/materials stored safely, and access prevented. The assessment must be reviewed if the work, layout, access arrangements or level of risk changes.
• Fire exits, escape routes and access for emergency services must remain clear. Temporary barriers or partitions must not compromise fire safety, visibility, supervision or escape arrangements. Any change affecting fire precautions must be reviewed with the competent fire safety adviser.
• Staff must report hazards, near misses, accidents, defective equipment and changes in children's needs promptly. Controls and risk assessments must be reviewed after an incident or significant change, not only at the annual review.

**EYFS statutory framework updates effective 1 September 2026**

The current EYFS framework for group and school-based providers (13 July 2026, effective 1 September 2026) replaces the September 2025 version. The 2026 changes relevant to health, safety and welfare are reflected in the following arrangements:
• Safer sleep: staff must follow the detailed sleeping arrangements in the current EYFS framework and the school's sleep/naptime procedures. Children must have their own separate sleep space, on a firm, flat surface, with bedding and clothing managed to prevent overheating or covering the head. Sleep spaces must be checked and children monitored in accordance with the framework and the child's needs. Any sleep must be recorded in line with school procedures.
• Screen use: the school must have regard to the DfE screen-use guidance for early years settings. Screen use should be avoided for children under two and limited to up to one hour a day for children aged two to five; any use must be intentional, limited, age-appropriate and support a specific learning or developmental purpose. Staff should prioritise active play, sleep, real-world interaction and responsive adult engagement.
• Banned dog breeds: registered childcare must not be provided from premises where a banned dog breed is kept or present. The school will ensure that this requirement is considered in site arrangements and any relevant premises-use decisions.
• Suitability and safeguarding: the 2026 framework strengthens/clarifies suitability and safeguarding requirements, including enhanced criminal record checks for volunteers (including supervised volunteers), and that new employees must not start work before their required check has been received. Any allegation of harm must be handled and notified in accordance with the current EYFS and safeguarding procedures. These requirements are managed through the school's Safer Recruitment and Child Protection policies.
• The Headteacher will ensure that staff are informed of relevant EYFS changes, that linked policies and procedures remain consistent with the current framework, and that staff training and implementation are recorded.

**Electrical socket risk assessment: minimum control standard**

Hazard: electric shock, burns or fire arising from damaged or unsuitable sockets, plugs, switches, cables or appliances, or from children interfering with electrical fittings.

People at risk: children (particularly babies, toddlers and children with additional needs), staff, visitors and contractors.

Controls already required:

• Use compliant, properly maintained socket outlets with integral shutters; do not use plug-in socket inserts/covers.

• Complete daily visual checks and record concerns using the classroom/communal area checklists.

• Maintain close, age-appropriate supervision and teach children not to touch sockets, plugs, switches or cables.

• Keep appliances, chargers, cables and extension leads out of children's reach and away from water; avoid overloading.

• Remove defective equipment from use, restrict access to unsafe fittings and report immediately.

• Use competent electricians for fixed electrical work and competent persons for risk-based inspection/testing; retain records.

• Review controls following an incident, near miss, building alteration, change in room layout or identified defect.

Residual risk: to be assessed for each room and activity after the controls above are in place. Do not automatically mark the risk as low. The Headteacher/competent assessor must record the likelihood, severity, further action, responsible person and review date on the school risk assessment form.

**POLICY REFERENCES AND GUIDANCE (checked November 2026)**

• Department for Education – EYFS statutory framework for group and school-based providers (effective 1 September 2026): https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2

• Department for Education – Changes to the EYFS framework from 1 September 2026: https://help-for-early-years-providers.education.gov.uk/support-for-practitioners/changes-to-the-eyfs-framework

• Department for Education – Screen use guidance for early years settings: https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/screen-use

• Department for Education – Safer sleep guidance for early years providers: https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/safer-sleep

• Ealing Grid for Learning – Gas and electrical safety, including school socket insert guidance (last updated 6 October 2026): https://www.egfl.org.uk/statutory-duties/estates/gas-and-electrical-safety

• Electrical Safety First – Plugs and fuses: https://www.electricalsafetyfirst.org.uk/safety-advice/home-and-people/house-maintenance/plugs-and-fuses/

• Health and Safety Executive – Maintaining portable electrical equipment: https://www.hse.gov.uk/pubns/books/hsg107.htm

• Health and Safety Executive – Work using electrically powered equipment: https://www.hse.gov.uk/electricity/electricequip.htm

• Child Accident Prevention Trust – Do I need to get socket covers?: https://capt.org.uk/faq-items/do-i-need-to-get-socket-covers-for-my-home/

**APPENDIX 1**

## Daily Risk Assessment/H&S Check for Classrooms Class……

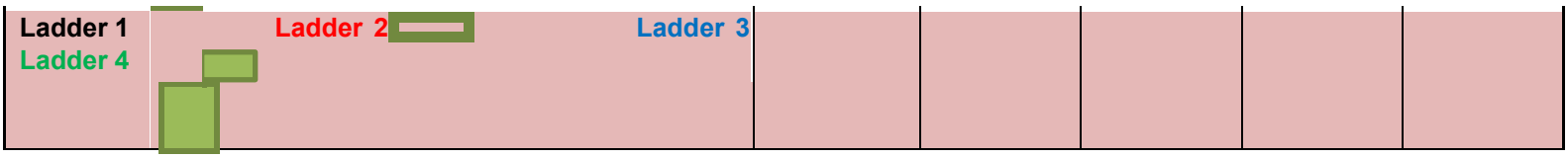
| **Week beginning** …….. | **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** |
|---|---|---|---|---|---|
| **Fire Safety check** – Doors / Fire Exits clear | | | | | |
| **Health and Hygiene checks –**<br>Table surfaces / equipment clean<br>Liquid soap & paper towels replenished<br>Bins clear<br>First Aid Boxes in Place<br>**First Aid box contents check each FRIDAY**<br>**Bring accident/incident forms to office each FRIDAY** | | | | | **First Aid box contents check**<br>**Bring accident/ incident forms to office** |
| **Hazards checked-**<br>Flooring and rugs level and secure<br>Toys/resources – safe and in working order (not broken or harmful)<br>Sink corner guards present | | | | | |
| Equipment checks –<br>Electrical sockets / switches intact, secure and undamaged (visual check only)<br>No plug-in socket inserts/covers in use<br>Plugs, appliances and cables undamaged; no scorch marks, heat, buzzing or burning smell<br>Cables secure, not trailing or accessible to children<br>Electrical equipment / chargers kept out of children's reach and away from water<br>Screens secure | | | | | |
| **Items locked away / secured-**<br>Cupboards closed and secure<br>Equipment i.e. adult scissors/staple gun etc. secure out of child's reach<br>Basic cleaning supplies (Dettol spray, washing up liquid, Milton) secure inside top sink cupboards out of child's reach | | | | | |

**For any Emergencies please contact the School Office**

Any electrical defect: keep children away, stop using the affected item/socket and report immediately to the Headteacher/School Office. Do not attempt a repair.

## Daily Risk Assessment/H&S Check for Communal and Outdoor Areas

| **Week beginning** …… | **Mon** | **Tue** | **Wed** | **Thurs** | **Fri** |
|---|---|---|---|---|---|
| **Health and Hygiene Checks - Bathrooms**<br>Toilet and sink areas checked<br>First aid boxes present<br>First Aid box contents check each FRIDAY | | | | | |
| **Fire Safety**<br>COSHH items (Fire Extinguishers) present and secured on each floor<br>Fire Exits clear | | | | | |
| Common Areas<br>Corridors clear<br>Step ladders put away<br>Assessment Room clear and items on shelving secure<br>Electrical sockets and switches in communal areas visually checked; no damage or plug-in covers | | | | | |
| **Outdoor Checks**<br>External fire escape: stairwell and exits checked and clear<br>Laundry cupboard door inside passage closed and secure | | | | | |
| **Outdoor Checks-Garden Set Up Staff**<br>Condition of toys safe and in working order (not broken or harmful)<br>Inside toy store cupboards clear, safe and securely closed | | | | | **First Aid box in shed- contents check** ☐ |
| **Outdoor**<br>Fire doors secure and locks working, including front entrance and side gate<br>Animal faeces cleared<br>Boundaries secured i.e. sheds, gates, fences<br>Surrounding trees, overhanging branches checked<br>Climbing frames, outdoor play equipment checked Hazardous equipment (cleaning, gardening) locked away front and back surfaces swept<br>Side gate and front driveway fire escape kept clear of buggies, scooters<br>**Indoor**<br>Stairways checked and swept as necessary<br>Rugs securely laid down on wet weather days | | | | | |
| **Ladders – once a week, on a Monday** | | | | | |




**For any Emergencies please contact the School Office**

Any electrical defect: keep children away, stop using the affected item/socket and report immediately to the Headteacher/School Office. Do not attempt a repair.

## APPENDIX 2

## BROADHURST SCHOOL RISK ASSESSMENT FORM SAMPLE

### RISK ASSESSMENT

| Company Name: Broadhurst School | Date: | Review Date: | Assessment No: |
|---|---|---|---|
| Assessor: A Fisher | Task: General Risk Assessment | | |

| Haz No. | Significant Hazards (STEP 1) | People Affected (STEP 2) | Existing Controls (STEP 3) | Level of Risk (Likelihood x Severity) High | Med | Low | Further Action Required (STEP 4) |
|---|---|---|---|---|---|---|---|
| 01 | | | | | | | |
| 02 | | | | | | | |
| 03 | | | | | | | |
| 04 | | | | | | | |
| 05 | | | | | | | |

Action Timescale Guidelines
High Risk – Action Immediately  Medium Risk – Action within 2 months  Low Risk – Re-assess after next review