



The Woodlands Schools Health & Safety Policy has been read and approved by:

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Woodlands Schools



Health & Safety Policy

This policy includes the EYFS &
Little Acorns

Contents

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE.....	3
ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE.....	5
BOARD OF DIRECTORS	5
HEAD TEACHERS, BURSAR AND ASSISTANT BURSAR	5
DEPUTY HEAD TEACHERS, NURSERY MANAGERS AND FACILITIES TEAM	6
HEADS OF DEPARTMENT	6
TEACHING/NURSERY STAFF (INCLUDING SUPPLY).....	7
FACILITIES TEAM AND CLEANERS.....	7
ALL EMPLOYEES (INCLUDING TEMPORARY AND VOLUNTEERS)	7
PUPILS/STUDENTS (THIS SECTION SHOULD BE DRAWN TO THE ATTENTION OF ALL PUPILS).....	7
ORGANISATION AND RESPONSIBILITIES HEALTH & SAFETY	8
RISK ASSESSMENT	9
RECORDING OF INCIDENTS / ACCIDENTS	11

Statement of General Policy on Health, Safety and Welfare

The Schools' Board of Directors and Senior Management Team recognise and accept their responsibilities both under civil and criminal law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged.

The School is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.

In compliance with and giving regard to Health and Safety Advice on Legal Duties and Powers (2022) DFE Website, the Board of Directors will ensure so far as is reasonably practicable that:

- The premises are maintained in a safe condition
- Safe access to and from the premises is maintained
- All plant and equipment is safe to use
- Appropriate safe systems of work exist and are maintained
- Sufficient information, instruction, training and supervision is available and provided
- Arrangements exist for the safe use, handling and storage of articles and substances at work
- A healthy working environment is maintained

In addition to the above commitment, the Board of Directors recognise its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the Board of Directors will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

Within the financial restraints, the Board of Directors will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

The Board of Directors is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Board of Director's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of their own duties:

- To take care of their own safety and that of others
- To co-operate with the Board of Directors and Senior Management Team so that they may carry out their own responsibilities successfully
- All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

All staff are required to read this policy as part of their induction.

A copy of this policy is available to view on iAM Compliant or in the School Office.

This policy statement and the accompanying 'Organisation and Responsibilities for Health, Safety and Welfare' has been approved by the school's Board of Directors.

The schools H & S Policies and procedures are reviewed regularly to check they remain relevant and effective.

As part of monitoring, Woodlands Schools investigates incidents to ensure corrective action is taken, that learning is shared and necessary improvements or adjustments are implemented.

Organization and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisation structure has been approved by the Board of Directors. Duties and responsibilities have been assigned to Staff and Directors as laid out below.

Board of Directors

The Board of Directors will comply with any directions issued concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Board of Directors is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Company carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Board of Directors, they accept a share of the responsibility for the way in which health and safety issues are addressed.

Head Teachers, Bursar and Assistant Bursar

Overall responsibility for the day to day management of health and safety in the school rests with the Head Teachers, Bursar and Assistant Bursar. As managers of the establishment and of all the activities carried on within it, the Head Teachers, Bursar and Assistant Bursar will advise Directors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration will include:

- Ensuring that there is an adequate system in place for the undertaking of risk assessment
- Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- Adequate staffing levels are in place for safe supervision
- The delegated responsibility for maintenance of the premises
- The purchase of equipment to meet appropriate safety standards
- The repair, maintenance and testing of school equipment
- The provision of appropriate protective clothing where necessary
- The purchase and maintenance of first aid materials and firefighting appliances
- The funding of necessary safety training for staff including Risk Assessment
- The arrangements for securing health and safety assistance from a competent source
- Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change
- Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises

- Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements
- Arrange for half termly evacuation drills and weekly fire alarm tests etc
- Advise the landlords/owners of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimize the risk until repairs can be arranged
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe
- Co-ordinate the regular health and safety checklist, ensuring all areas of the establishment and all activities are covered
- Report to the Directors any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum
- Ensure that all Senior Staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
- The provision of appropriate health and safety information to Directors
- The Head Teachers/Bursar and Assistant Bursar may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teachers/Bursar/Assistant Bursar from the overall day to day responsibilities for health and safety within the establishment.
- Ensure relevant training is completed by the Premises Staff on an annual basis
- A one way traffic system is in place to ensure correct on-site movement of vehicles, including delivery drivers and contractors
- Annual audit of H&S statutory requirements is completed by H&S consultancy company
- Performance is measured on the IAM compliance software

Deputy Head Teachers, Nursery Managers and Facilities Team

The Head Teacher / Bursar and Assistant Bursar will delegate to the Deputy Head Teachers, Nursery Lead and Facilities Team duties that are linked with the overall responsibilities of the Head Teachers/Bursar and Assistant Bursar.

The Chairman, Head Teachers and Nursery Lead have half termly walk of site to assess the areas.

Heads of Department

All Heads of Department are responsible to the Head Teachers (via the Deputy Head Teachers) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the statement are observed and implemented by all subordinate members of staff in their respective departments.

Teaching/Nursery Staff (including Supply)

Staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g., classrooms, workshops etc. and off site e.g., school trips.

Facilities Team and Cleaners

Are responsible to the Bursar/Assistant Bursar.

All Employees (including temporary and volunteers)

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the directors and senior management of the schools so that they may fulfill any legal requirements placed on them as employers and/or persons in control of premises. All employees are required to:

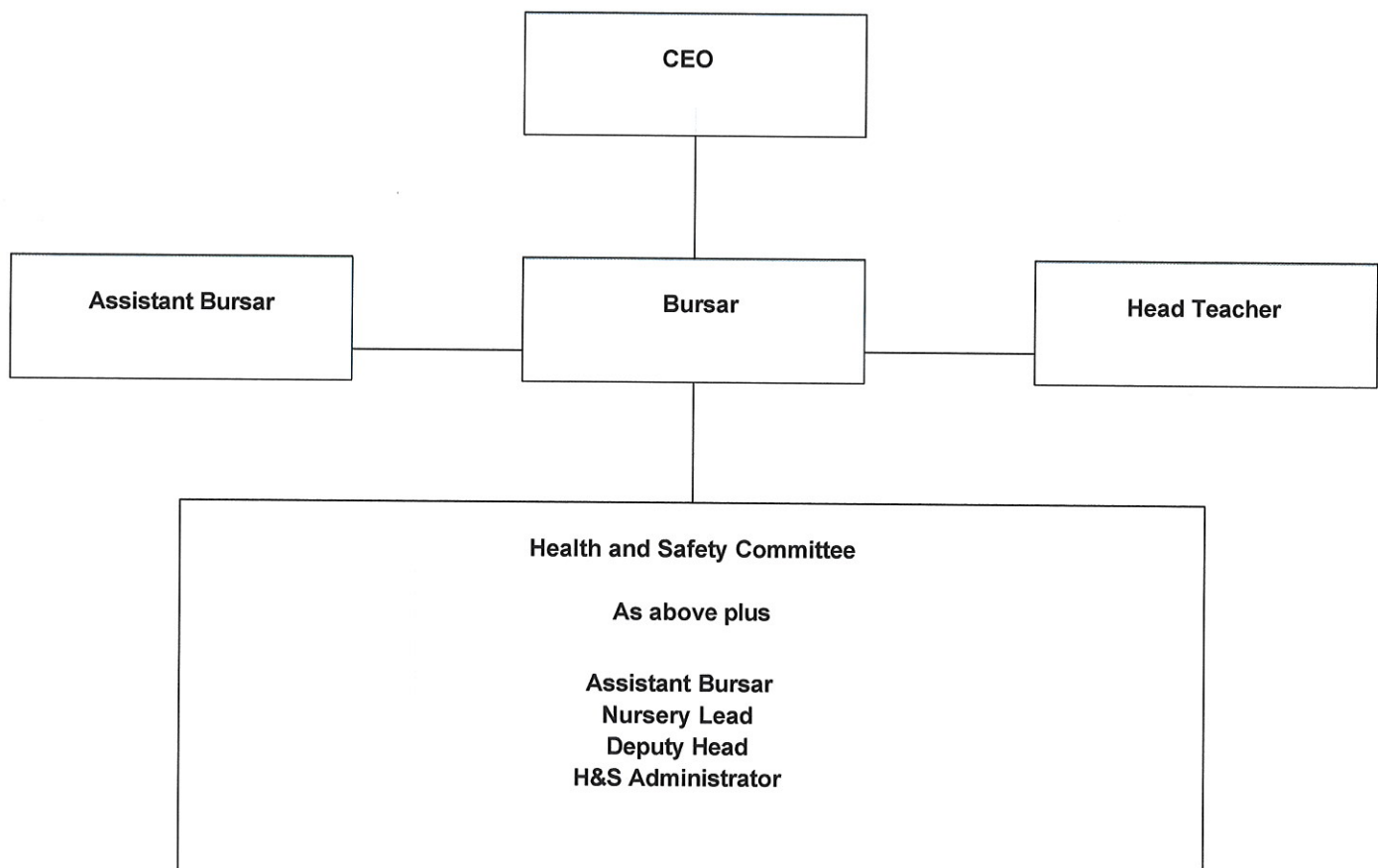
- Participate in the risk assessment process and comply with findings
- Report all defects in the condition of the premises or equipment to which they become aware via the iAM Compliant software
- Report all accidents via the iAM Compliant software. This will go to the CEO, Bursar, Assistant Bursar and Head Teacher.
- Familiarise themselves with all other policies which relate directly to Health & Safety issues i.e. Educational Trips and Visits, Lone Worker Policy etc
- Familiarise themselves with procedures to be followed in the event of a fire or other serious emergency
- Make use of all necessary personal protective equipment provided for safety or health reasons
- Where necessary, make use of all control measures made available to them
- Follow all relevant codes of safe working practice and local rules
- Report any unsafe working practices to the Head of Department/Deputy Head Teachers, Nursery Managers.

Pupils/students (This section should be drawn to the attention of all pupils)

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

- Follow all instructions issued by any member of staff in the case of an emergency
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc
- Inform any member of staff of any situation which may affect their safety

Organisation and Responsibilities Health & Safety



Risk Assessment

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.”

Sir Bill Callaghan, former Chairman, HSC

At Woodlands Schools and Little Acorns Nurseries we recognise that risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our children need to be educated into how to cope safely with risk.

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people that could result from a particular activity or situation.

Having identified each hazard, a risk assessment should be made to identify, prioritise and implement the control measures necessary to remove the hazard altogether or, if this is not possible, to reduce the risk to the level required by law.

When identifying control measures for a particular hazard, it is important to check whether that hazard is regulated by general legislation, specific regulations, an Approved Code of Practice or guidance on good practice, eg a British Standard or Department for Education guidance.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk Control Measures or Safe Operating Systems are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Risk Assessments focus on prevention, rather than reaction when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments need reviewing and updating regularly.

In addition to general assessment required by the Management Regulations, specific assessments are required in respect of the following:

- Females of child bearing age whose work involves a risk to the health and safety of a new or expectant mother, or to that of her baby from any process, working condition or physical, biological or chemical agents (Regulation 16 of the Management Regulations)
- Young persons (under 18) (Regulation 19 of the Management Regulations)
- Night workers (Working Time Regulations 1998) Health and Safety and Welfare at Work

- Personal protective equipment (Personal Protective Equipment at Work Regulations 2002)
- Display screen equipment (Health and Safety (Display Screen Equipment Regulations 2002)
- Manual handling operations (Manual Handling Operations Regulations 1992)
- Substances hazardous to health (Control of Substances Hazardous to Health Regulations 2002)
- Noise at work (Control of Noise at Work Regulations 2005)
- Vibration at work (Control of Vibration at Work Regulations 2005)
- Lead at Work (Control of Lead at Work Regulations 2002)
- Asbestos at work (Control of Asbestos Regulations 2012)
- Ionising radiation (Ionising Radiations Regulations 2017)
- Fire Safety (Regulatory Reform (Fire Safety) Order 2005)
- Reporting of Injuries Diseases and Dangerous Occurrence Regulations (2013)

Training in relation to risk assessments is delivered annually

A large range of activities will be carried out at Woodlands Schools and Little Acorns Day Nursery, each of which will require a separate risk assessment. The most important of these cover: fire safety and procedures; educational visits and trips; site usage and supervision e.g. the playground area & communal areas.

Risk assessments are also needed for many other areas, including: some Science activities; PE and sport activities; staff, e.g. pregnancy, return under 'fit for work' limitations issued by a GP. They may also be required for recruitment when a DBS has not arrived.

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits.

Our Safeguarding Policy outlines the procedures in place to identify children at risk beyond the environs of school. Our First Aid Policy outlines the procedures for managing children's medication. The Head Teacher 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 (RIDDOR) 2013.

We ensure that pupils understand why they do not have access to potentially dangerous areas, such as the caretakers' sheds.

All flammables are kept securely locked. Pupils do not have access to catering, maintenance and cleaning stores of the school.

Activities involving pupils are normally low risk. Children are always spoken to about how to keep safe when undertaking any activity which has been risk assessed.

Procedure for conducting a risk assessment:

- State the parameters of the activity
- Note the key safety measures in place for the activity
- Note which HAZARDS have been identified
- Evaluate whether these are LOW, MEDIUM or HIGH risk
- If there are any HIGH risk areas, the activity must not take place

- For other risks, identify the safe operating systems you will put in place
- Give to your Risk Assessment Leader for review and authorisation The activity may only take place once it has been authorized

The Bursar and Assistant Bursar are to arrange for specialists to carry out the following audits to inform and support our Risk Assessment:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety
- Catering
- DDA

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident.

Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head Teacher, and other members of the SLT in order to enable the Directors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Head Teacher.

Recording of Incidents / Accidents

iAM Compliant allows the school to create, upload and track our incidents and accident. This is used by all members of staff who have individual usernames and passwords to enable the recording of incidents/ accidents. This also allows the school to upload and track school policies and risk assessments against the Department of Education's statutory requirements.