	Name of School	**NEW WOODLANDS SCHOOL**
	Policy review Date	**Autumn 2026**
	Date of next Review	**Autumn 2027**
	Who reviewed this policy?	**Governors** **Headteacher** **School Business Manager** **Premises Team**

Name of Policy:

Health and Safety Policy

Statement of Intent

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and under schemes of delegation for local management of schools. As responsible employers and/or people in control of premises, the requirements 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 of work are constantly monitored and reviewed. Please see relevant policies relating to Health and Safety, these are to be read in conjunction with this policy.

In compliance with Health and Safety at Work etc. Act 1974, this school's Governing Body will ensure so far is reasonably practicable that:

- Risk assessment on site activities.
- The premises are maintained in safe conditions.
- Safe access to and egresses from the premises is maintained.
- All plants and equipment are safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training, and supervision are available and provided.

- Arrangements exist for safe use, handling and storage of articles and substances at work.

- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc. are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body 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.

The Governing Body 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 Governing Body is committed to this policy, and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body'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 Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.

- To comply with the staff code of Conduct and Health & Safety practices, standards, and procedures, as necessary. To point out any shortcomings in these to management.

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

A copy of this Policy statement is available to all staff in the school office and will be placed on the website. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the school's Governing Body.

Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this, they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that: -

- The school has a health and safety policy which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.

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- Health and safety are effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review, and monitoring.
- The school considers health and safety as an ongoing priority and ensures that health and safety obligations are met Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.

- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from LA Health and Safety Section as necessary and that this advice is acted upon as far as it is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety are a standing agenda item.
- Discuss the school's health and safety performance with the Headteacher include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school through Health and safety audit with SBM and Premises Team.
- All the guidance on school journeys and adventure activities and licensing where appropriate is complied with.

Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day-to-day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for letting and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that: -

- A school Health and Safety policy is developed with the Governing Body in line with the health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- His/her knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued which is relevant to their work.
- Feedback on health and safety, premises, accidents, and incidents are provided for Governors as and when required and presented at Sub-committee meetings.
- Inspections of the school are carried out by the LA guidance and appropriate action is taken to deal with the findings of these inspections.

- The school has people trained to carry out risk assessments.
- Risk assessments of all significant risks are carried out, and the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.

- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, e.g., tools, goggles, gloves, ladders etc.) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.
- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, e.g., fire drills, fire alarm testing, etc., are carried out in accordance with LA guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (e.g., safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware, by the Premises Manager of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors by the Premises Manager.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as it is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations e.g., access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from LA is made available to the Governing Body so that appropriate action may be taken as necessary.
- There are appropriate liaisons and consultations with Trade Union representatives.

Teaching/non-teaching staff holding positions of special responsibility

This includes SLT, Office staff and Premises Staff who have the following responsibilities:

- Apply the school's health and safety policy or relevant LA department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

Carry out regular health and safety risk assessments of the activities for which they are responsible, if appropriate.

- Ensure that all staff under their control are familiar with the health and safety Policy, if issued, for their area of work.

- Resolve health, safety and welfare problems members of staff refer to them or refer to the Headteacher or Line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections where required.

Educational Visits Coordinator (EVC)

- Only the Trained EVC can sign off on school trips. They should have refresher training once a year and full training every 3 years.

- All trips should have a risk assessment and should take account of all harm that could be caused including social and emotional- e.g., a child seeing a nude image at a picture gallery.

- An incident form must be completed, as would be in school, if there are any serious incidents or accidents. This must then be sent to the relevant council office via the CS3 electronic platform.

- If an injury/accident to an employee results in hospital admittance for 24 hours, unconsciousness, inability to conduct normal work duties for over 7 days (including weekends and Bank Holidays), or If a non-employee is taken straight from site to hospital for treatment as a result of the accident/injury being attributable to the condition, design or maintenance of premises or equipment or as a result of inadequate arrangements for supervision, the school will complete a RIDDOR report to the HSE using their online system as soon as possible and within 10 days of the incident. In the event of a workplace fatality, the Head Teacher will notify HSE immediately by telephone on 0845 300 9923.

- Visit should be undertaken in line with PREVENT.

- All overseas and residential trips must have a risk assessment that takes account of health and safety. Governors must be notified of residential trips taking place. LA must be notified of residential trips taking place.

- Debbie Barry should be sent a copy of a risk assessment, so the office is fully aware of who is on the school trip.

- Children who go swimming or whom in the sea or other open water should have a RLSA level 3 or higher lifeguard, qualified in the particular area, e.g., Beach lifeguard.

- School should ask for a Letter of Assurance that the place they are visiting has all relevant policies and Health and Safety procedures in place before they visit with young people.

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Class teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

- Record behaviour incidents and damage caused by students on Arbor completing incident form in line with school policies and procedures.
- Follow and ensure health and safety measures are adopted in their own teaching areas as laid down in the relevant guidance and to ensure that they are applied.
- Point out any shortcomings in health and safety arrangements relevant to their area of work to their line manager and premises team by email.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or SLT on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 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.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.
- Report all accidents in line with school policies and procedure defects and dangerous occurrences to their Head Teacher, Premises Team or SBM
- Follow accident and incident procedures in line with policy.
- Set a good personal example in relation to Health and Safety modelling safe working procedures.

All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will: -

- Make themselves familiar with and conform to the schools/department health and safety policy.
- Be aware of and comply with all schools/department health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the schools/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Head Teacher or Premises Manager as appropriate.

Report all hazards and incidents occurring during their work to the Head Teacher, Premises team or SBM. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.

- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g., accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor and follow procedures written in the accident and incident policy
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complains and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g., about accidents and about 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.

Rebecca Glover is the staff nominated Health and Safety Rep.K1-4 / Michelle Fenniche is the Health and Safety Governor

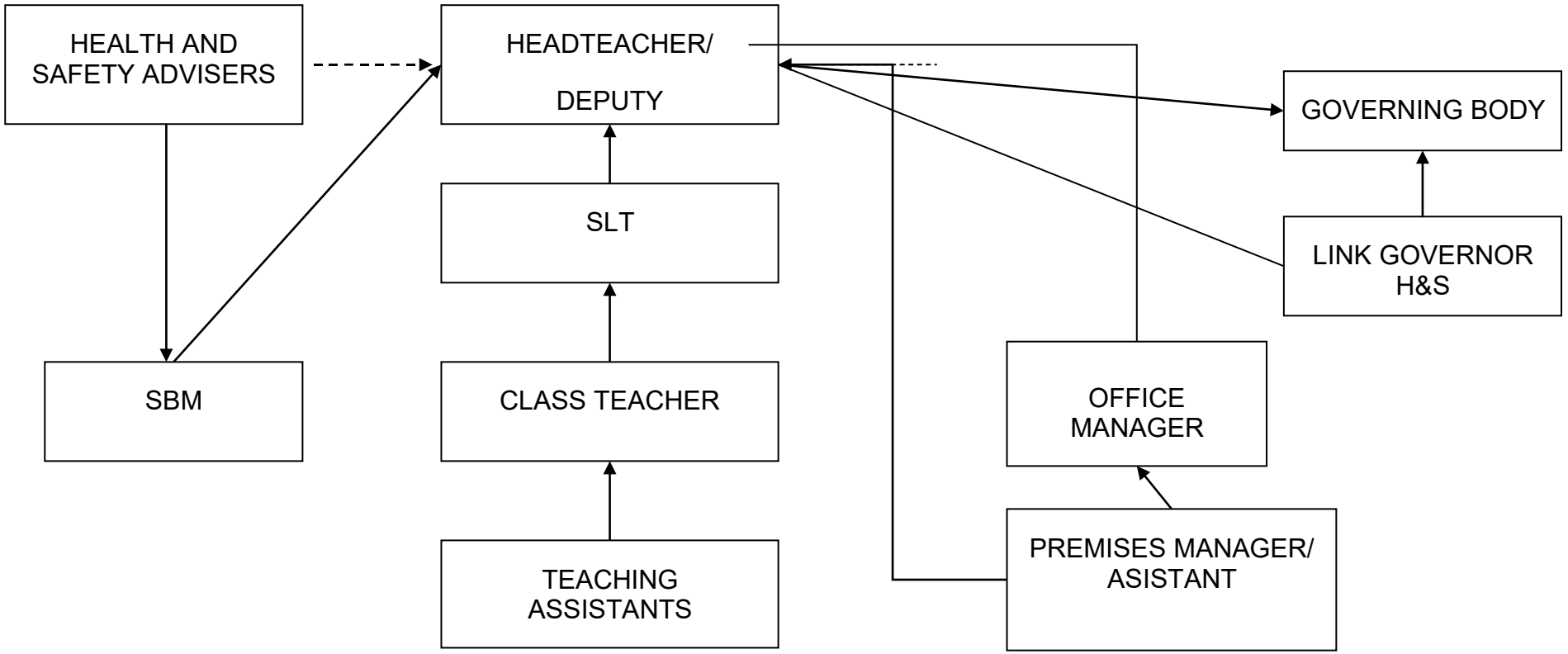
Pupils

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

- 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 willfully misuse, neglect or interfere with things provided for their health and safety.

Organisational Responsibility for Health and Safety



Accident/Incident Reporting

All serious accidents and incidents in New Woodlands School will be reported and recorded in line with the school and Local Authority accident reporting guidance using criteria adapted due to the need of New Woodlands students. In New Woodlands School all staff will report all accidents to the Headteacher / Line manager who will ensure that they are recorded in line with policies and procedures. Incident forms must be written out and attached to relevant forms.

Please refer to Accident and Accident reporting policy.

Administration of Medicines

Arrangements for administering or monitoring of medicines will follow LA guidelines.

Please refer to Supporting Pupils with Medical Conditions Policy

Animals

Arrangements for the keeping of animals, e.g., supervision ratios, cleaning and feeding arrangement will be covered by the appropriate risk assessment which will be completed by Premises Manager and Class Teacher. Care, obviously, must be taken to ensure the suitability of the animals kept for the age and abilities of the pupils, as well as the well-being of the animals in terms of environment, etc. Consideration should be given to care of animals in school holidays. All pupils must wash their hands thoroughly after touching the school animals.

Asbestos

New Woodlands School was built in 1999 and extended in 2007 and therefore there is no asbestos within its building fabric.

Communication

Any health and safety concerns should be reported to the office or Headteacher in the first instance. Staff should also email the premises team, SBM, and copy the SLT re any concerns so they are logged. The Premises Team will then take appropriate action. Any damage to school property must be logged on to Arbor the day that the damage occurs and premises officer notified via email.

Consultation with Staff Premises

Health and safety will be an agenda item at selected Governors subcommittee meetings. The Policy will be reviewed every year. A Health committee with representatives from staff will meet termly with the Head Teacher, Premises Manager, Office Manager, admin staff and the School Business Manager. The SBM is responsible for scheduling the meeting.

Contractors

Contractors undertaking work on their site must be competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers. Contractors must report to the Premises team, SBM, on arrival after signing in. All contractors requiring the use of hot works will also need a

schoolwork permit allowing hot works to continue under school safety requirements. The school will restrict these works to outside School Day operation unless an emergency has developed.

COSHH

The Premises team maintains a list of COSHH assessments. Safe storage will be a responsibility for all persons who have hazard identified containers and packages within the area they are used. New Woodlands School has a three-tier system in place. a) All items used within the main School are assessed and records kept in the COSHH Folder b) Science and Food technology is kept as an independent assessment covering both these mentioned areas c) Cleaning is an outsourced contractor and all records will be kept and monitored by the cleaning company as part of the contract terms and conditions

Disaster Plans

Disaster recovery plans are agreed by the GB and updated annually. These include plans to deal with explosions, bomb scares, escape of dangerous substances, etc., e.g. evacuation procedures, who will contact the emergency services, who will isolate gas points, how and where, etc. this can be viewed under the school's Business Continuity Plan, which is managed and updated by Jack Harper, SBM in consultation with the Chair of Governors, Michelle Fenniche who is responsible for Health & Safety.

Display Screen Equipment

Arrangements for the safe use of Display Screen Equipment (DSE) follow LA guidance and is managed by the SBM.

Please refer to DSE Policy

Educational School Visits

Lance Joseph, the Middle Leader responsible for PE across KS 1-4 is the educational visits coordinator and with the SLT assures appropriate forms and risk assessments are recorded before a visit. Stringent management systems ensure of staff and pupils are not put at risk.

Fire

Fire procedures, to include:

- The Headteacher is the duty holder.
- Fire Risk Assessment details are held in the office.
- The fire evacuation procedures correspond with blue procedure notices and state who will contact the emergency services.
- Testing of the fire alarm (including the recording of the tests) is carried out by the Premises team/SBM.
- Termly fire evacuation drills organised and recorded by the Premises team and SBM.
- Inspection and service of firefighting equipment is carried out annually. All documentation is under statutory maintenance and is managed by the Premises Manager overseen by the SBM

First Aid

First Aid procedures, to include:

- There are fourteen first aiders are: SBM – Jack Harper, Admin Officer - Loredana Chirica, Behaviour Mentor – Perry Ossai, Carlos Garcia, Behavioural Assistant – Kerry Smith, Teaching Assistant: Jeremy Okine, Zach Bennie-Reid, Mamadou Diakite, Katie Brown and Corinne Osei-Poku Boakye and Rashid Kutubu. HLTA: Lulu Akobe-Ajibolu, Eimma Miah and Holly Kempster.
- Location of first aid box – Each classroom has a first aid box and there is a first aid box and an AED located in the school office.
- The Class team is responsible for maintaining and checking First Aid box if full and will ensure the content is replaced when used – (Replacement can be Collected from the school) The office staff will ensure the contents listed is up to date and correct using current training and guidance.
- The office staff, class teachers or TA's or for serious incidents SLT will contact the emergency services if required.
- Procedures for notifying parents – office will telephone.
- Please refer to Accident and incident Policy
- Administering of medication within a school setting – Debbie Barry, Lore Chirica and overseen by the DSL – please see Supporting Pupils with Medical Conditions Policy

Housekeeping/Storage

Class teachers must ensure all items are stored safely and the maintenance of access-to-access routes – cloakrooms must be kept tidy, so items are not a trip hazard and do not prevent safe and rapid emergency evacuation.
Personal items to be kept locked away and to a minimal.

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Inspection of the Premises

A full inspection Health and Safety audit will be carried out annually by a trained health and safety representative in coordination with the Premises Manager. This will be reviewed by the Headteacher and Health and Safety Governors to ensure action is coordinated to rectify any areas of concern.

The Business Manager Jack Harper and Premises staff walk around the school regularly and carry out Health, Safety and maintenance checks. This enables any concerns to be addressed and recorded.

Lone Working

There is a risk assessment, which must be followed for long working hours. Must not enter the school before 7.30 am and leave the school premises by 6.30.
Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

Please refer to Lone Working policy

Manual Handling

The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations as far as is reasonably practicable; Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury as far as is reasonably practicable.

So far as is reasonably practicable, avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to their staff to the lowest level reasonably practicable. Please refer to Manual Handling Policy

Mechanical/Electrical

PAT testing is carried out annually in January. New equipment is tested at the next inspection. This is managed by the Premises Manager.

Monitoring Auditing

The policy is reviewed annually or if there are significant changes notified by the LA. An annual audit is carried out in the summer term and information submitted to LA.

Records of the testing and inspection of equipment and maintenance work carried out are maintained as part of the health and safety management system documentation. These are monitored by the LA.

The following list is a guide to the equipment and practices for which records are kept and is updated by the Premises Manager under statutory maintenance.

- Fire-Fighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Evacuation and Practice Drills
- PE Equipment
- Lifting Apparatus
- Gas Pressure Systems
- Fixed Electrical Systems
- Outdoor play equipment
- Lift Services
- Lighting conductors
- Emergency lighting
- Intruder alarm
- Water testing

The following is the school's Health and Safety Management Plan Monitoring Schedule

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments - visits	L Joseph	HT cover absence
Policy and Management Plan/Emergency Plans	J Harper	SLT cover absence
COSHH	K Fawcett	JH / DT cover absence

Risk Assessments - premises	K Fawcett	DT cover absence (Training required)
Manual Handling of Risk Assessments	K Fawcett	DT cover absence (Training required)
Accident & Incident Reports	Debbie Barry over seen by C warner	Cover not needed two staff members aware or process
Cleaning Staff Procedures	J Harper	DT cover absence
Record Fire Appliance Test	Kevin Fawcett	JH / DT cover absence
Record PE Equipment Check (before use) Monthly Visual Checks Part of stat maintenance	L Joseph K Fawcett D Treacy	Cover not needed two staff members aware of process
Check Completion of PAT Testing	K Fawcett	JH / DT cover absence
Whole Staff Training- Refreshers	J Harper	SLT cover absence
DSE	J Harper	SLT cover absence
Permit to work	K Fawcett	JH / DT cover absence
Administering and Monitoring Medication	Debbie Barry Lorrie Chirica	Cover not needed 2 staff members aware of process

Out of School Activities

Any out of school activity has to:

- Be agreed by the Headteacher.
- Full risk assessment completed.
- See Trips and Visits policy.

Playground Safety

Arrangements for playground supervision and equipment/surfaces inspections; there is a rota for staff who must manage the games and especially any climbing equipment. All outside play equipment has an annual maintenance check coordinated by the Premises Manager.

Risk Assessments

Arrangements for carrying out risk assessments under current health and safety legislation, e.g., general assessments, COSHH assessments, manual handling assessments, PPE assessments, DSE assessments, etc. is coordinated by Premises Manager – see risk assessment file.

Security

Security arrangements exist in order to prevent, where possible, unauthorised access to the premises. Visitors enter through a secure entry system and sign in electronically at the school office where they are issued a visitor's badge. Office Staff should ensure doors and gates are closed to prevent unwanted visitors. This is managed by SBM.

Stress Management

Arrangements for identifying and managing stress, School Governors, Headteacher, senior teachers and school managers need to be aware of the effects stress can have on the school. It leads to impaired performance of individuals, increased sick absence, early retirement, and higher turnover of staff.

The real extend of stress-related problems has been hidden because very few people are prepared to admit they are suffering from stress or to seek help with it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress fully appreciate the effect it can have on people's lives.
See LA stress Management Policy.

Training

Training needs are identified through the annual audit. Records of training received will be kept by SBM.

Waste Management

Bins are kept closed until collection day and are in the car park. More information can be found on the Waste Management Policy. We have a disposal agreement for all light bulb replacement etc. as part of our service level for electrical waste. Please refer to the Waste Management Policy

Working at Heights

Working at heights should be avoided whenever possible. Please refer to Working at Height Policy

Risk Management

All risks are managed using the hierarchy of controls with elimination of the hazard being the most effective and Personal Protective Equipment (PPE) being the last resort to protect against risks.