WOODS LOKE PRIMARY SCHOOL

Learn, Aspire, Achieve

Health & Safety Policy

Reviewed: October 2026

Next review: October 2027

Learn, Aspire, Achieve

Woods Loke Community Primary School

Headteacher: Mr. J. Crawley

Butley Drive
Oulton Broad
Suffolk
NR32 3EB

Health and Safety Policy

1. Aims of this policy

This statement is issued in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations 1999. These set the standards that must be met to ensure the health and safety of all pupils, employees and others who may be affected by any work activity. Other regulations exist to cover work activities that carry specific risks, for example lifting and carrying, computer work and electricity.

The Governors and Headteacher acknowledge that:
Woods Loke Primary School will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all in its care. The School will also ensure, so far as is reasonably practicable, that non-employees such as visitors, students and contractors are not exposed to health and safety risks from the work activities of the school.

The Headteacher has a duty, where reasonably practicable, to:

- Maintain control of health and safety risks arising from school activities
- Provide and maintain safe plant and equipment
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for staff, pupils and visitors
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health
- Update Governors on health and safety incidents, issues and problems in the school
- Maintain a safe and healthy working environment ensuring the welfare of all
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

2. Organisational Responsibilities for Health and Safety

School staff and the governors must work together to ensure health, safety and wellbeing objectives are achieved.

2.1 Governors as the employer

In consultation with the Headteacher, Governors will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety arrangements
- Periodically monitor and review the health and safety arrangements
- Ensure that staff are advised about health and safety arrangements and requirements
- Review the health and Safety policy every two years
- The governing body at Woods Loke Primary School has a premises, health and safety subcommittee where issues of health, safety and welfare re considered in detail. Meetings of this committee are formally recorded and action points brought forward for review.

- The sub-committee conducts regular inspections of the inside and outside of the school, recording any concerns, issues or areas in need of improvement.

2.2 The Headteacher as Responsible Manager

The responsible manager for Woods Loke Primary School is the Headteacher who, together with the site manager (Nigel Horne), will act to:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of day-to-day management of the school
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health and safety responsibilities, through inductions and updates as and when necessary.
- Periodically update the Governors as appropriate
- Produce, monitor and periodically review all health and safety policies and procedures.

2.3 Employees (all staff including volunteers)

All school employees and volunteers have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school's health and safety arrangements
- Ensuring their own work remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with safety procedures, whether written or verbally advised, for their own protection or the protection of those under supervision and others who may be affected by their actions
- Reporting safety concerns to the headteacher or site manager
- Reporting any incident that has, or could have, led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near misses
- Not acting in any way that may cause harm or ill health to others.

2.4 The Site Manager

The site manager is responsible for undertaking a wide range of typical duties and checks related to health and safety on behalf of and under the direction of the Headteacher. He is to work in accordance with risk assessments and on-site safe working practices. The site manager will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with legislative requirements. He will report any concerns immediately to the headteacher which may affect the health and safety of staff and/or students.

The site manager is responsible for keeping accurate logs and records of when tests relating to the building are carried out. This will include emergency lighting tests, fire alarm tests, water temperature tests. Any issues will be dealt with, reported to the headteacher or outside contractors sought.

2.5 Heads of Department

Heads of Department are responsible for the day-to-day management of health and safety within their own department. They will ensure that their staff members are provided with adequate safety information and they will manage all integral and specific risks related to their department's functions. They will ensure that their department complies with overall school policies and procedures; that all activities are periodically risk assessed; that periodic inspections are carried out; and that necessary controls are implemented.

3. Arrangements

3.1 Accident/ Incident Reporting

Any incident or accident or injury involving staff, pupils, visitors or contractors is to be reported and recorded in the school's first aid log. In certain situations, a serious incident form must be completed and sent to the Health and Safety Executive. Incident forms are located outside the staffroom and once completed, must be given to the Bursar.

3.2 Accidents (Minor)

Minor accidents to students and pupils are to be recorded in the First Aid log located in each department or the First aid room.

3.3 Asbestos Management

The school maintains a regularly updated Asbestos register. This identifies the nature of the asbestos, its location and condition. All contractors should be shown the asbestos register and should sign to indicate they have been shown it.

3.4 Child Protection

Arrangements for child protection are set out in the Child Protection policy.

3.5 Lettings

The headteacher will ensure that

- All hirers operate under hire agreements and take full responsibility for the safety of those from whom they take fees or provide services to
- A risk assessment for the activity is carried out by the hirer and a copy given to the school
- The premises used are safe and are inspected regularly
- Fire escape routes and transit areas are safe and clear of hazards

3.6 Contractors

- All contractors will be appropriately selected and be competent in terms of health and safety
- Contractors must be made aware of and abide by the school's health and safety policy and not endanger students, staff or other visitors to the site
- All contractors must sign in at reception and be made aware of the school's fire evacuation procedures. The procedures are printed on the visitor lanyards.
- The school's asbestos register must be checked by all contractors prior to any work commencing and they must sign the appropriate documentation
- The Site Manager will be responsible for the coordination of contractors' activities on site
- The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, students and visitors to the premises. Appropriate Risk assessments must be in place

- Appropriate supervision of contractors will need to be determined dependent upon the nature of the work, levels of perceived risk and the length of time that the work will take to complete.

3.7 Curriculum Activities

All safety management and risk assessments for curriculum-based activities will be carried out under the control of the relevant heads of department and subject teachers using the appropriate codes of practice and safe working procedural guidance for Design and Technology, Science, Music, Physical Education and Sport, Art and Drama as issued by CLEAPSS and other specialist advisory consultants including the Local Authority.

Heads of Department and the appropriate subject teachers will be responsible for local risk management and ensuring that the equipment and premises in their areas of the curriculum are maintained and managed safely following the appropriate guidance.

Heads of Department are responsible for:

- the local arrangements to ensure the effective control of risks within the specific areas under their control
- the local arrangements for the purchase, inspection and maintenance of equipment and its specification
- the coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc
- resolving health, safety and welfare problems or referring to their line manager any problems they are unable to resolve within the resources available to them
- ensuring that risk assessments are carried out when necessary, and reviewed on a regular basis, on the activities and equipment for which they are responsible
- ensuring that sufficient information, instruction, training and supervision is provided to staff and students to avoid hazards and to contribute positively to their own health and safety
- exercising effective supervision of pupils and knowing the emergency procedures in respect of fire, first aid and other emergencies, and how to carry them out.

3.8 Defective Equipment, Furniture and Classroom maintenance

Defects must be reported to the Site Manager via email.

- Defective equipment or furniture must be removed from use and quarantined immediately and it is to be clearly marked as faulty until it is repaired or disposed of.

3.9 Display Screen Equipment

All users should carry out a periodic self-assessment for their workstation.

3.10 Electrical Equipment

The responsible manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13 amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found defective in any way
- Defective equipment is to be reported and immediately taken out of use until repaired

- All portable electrical equipment will be inspected annually
- Equipment testing/inspection can only be carried out by a competent person
- Private electrical equipment is not to be brought onto the premises unless it has been tested by an authorised tester

- New equipment should be incorporated into the next available PAT test.
- Any defective or suspect equipment must be removed from use and reported to the site manager as soon as possible.

3.11 Emergency Procedures/Fire Evacuation

For a general emergency evacuation follow the procedures detailed in the Fire Evacuation Plan. All staff will receive a copy of the Emergency Fire Evacuation as part of their induction. Signs are located in each classroom.

3.12 Fire Safety

The headteacher will ensure that:

- All staff complete fire safety training during their induction and periodically thereafter
- The Fire Procedures are readily available for all staff to read
- Fire safety notices are posted in key areas throughout the building close to fire points
- Evacuation routes and assembly points are clearly identified
- Staff members are made aware of their own responsibilities for knowing the location of fire alarm points and fire exits. They should also know the location of the assembly point in the event of a fire
- The Fire Alarm and emergency lighting is tested weekly and recorded in the premises fire log
- Test fire evacuations are carried out once a term and recorded in the premises fire log
- Fire Marshalls receive training for the role and trained to use fire equipment.
- Arrangements will be made for people who may need assistance, for example, wheel
  chair users to evacuate the building(s) in an emergency. The school ensures that any person who is in a wheel chair can evacuate the building safely. Evacuation routes are tested for suitability and ease of access. A personal evacuation plan will be made for any person requiring assistance to evacuate the building.
- Wheelie bins are anchored and locked so they cannot be used to set fires close to the building.

3.13 First Aid

Teaching assistants and MDSA's are trained in fist aid. They carry out all first aid procedures. First aid is never administered by anyone who does not hold valid certification.

The pastoral team are responsible for ensuring first aid cabinets are replenished of stock on a regular basis and any out of date items removed.

First aid arrangements are always considered fully for any school visits or trips and additional first aid kits are available for off site visits.

We have a procedure for disposal of clinical waste, including nappies and sanitary waste.

3.14 General Equipment

All general equipment requiring statutory inspection or testing onsite such as boilers and electrical wiring is inspected on a regular basis by competent contractors.

PE equipment and outdoor climbing equipment is inspected on a regular basis.

3.15 Good Housekeeping

Tidiness and cleanliness are essential in the promotion of good health and safety. The following must be adhered to:

- All corridors and access ways to be kept clear of obstruction at all times
- Fire exits must be kept clear of obstruction at all times
- Store rooms must be kept tidy and items stacked safely with no shelves overloaded.
- Floors should be kept clear, clean and dry to avoid any risk of slip or trip hazards.
- Rubbish and litter is cleared daily.

3.16 Hazardous Substances

Hazardous substances are kept in a number of departments within the school and should be kept in secure and a signed storage location. All should be documented with a COSHH assessment. No hazardous substances should be used without one.

Staff must ensure that adequate precautions are taken to prevent ill health in accordance with the COSHH assessment. A harmful substance should only be used by trained personnel using safe working practices and appropriate protective equipment.

3.17 Health and Safety Training

All staff must receive health and safety training as part of their induction. If their roles include working at height or lifting and handling then separate training will be arranged by the Site Manager. All members of staff should receive refresher training covering fire procedures and health and safety at work on a regular basis.

3.18 Inspections and Monitoring

Working routines and staff awareness are expected to identify general safety concerns and issues. Building issues should be reported to the Site Manager via email.

Visual checks on certain items are carried out daily. For instance, fire exits and routes, fire and/or security alarm systems.

The site manager carries out a weekly boundary inspection, to ensure boundary fences are safe and secure.

3.19 Lone Working

Lone working is discouraged but when it does unavoidably occur it does so in accordance with the principles of this Health and Safety policy.

3.19 Moving and Handling

No member of staff should attempt to move excessively heavy loads. Help and advice should be sought before any attempt to move heavy equipment is made. A risk assessment may also be required.

3.20 Pupils

Pupils are reminded regularly that they 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 given by staff in an emergency
- use and not willfully misuse, neglect or interfere with, things provided for their health and safety.

This policy is published on the school website and is available to all pupils and parents.

3.22 School Visits and Trips

The headteacher is school visits coordinator. He receives training to enable him to carry out this responsibility and ensures that all the appropriate Health and Safety considerations are accounted for and risk assessments completed.

Parents complete consent and emergency contact forms to allow their child to go on a trip. These are taken by the member of staff leading the trip and are disposed of in the confidential waste after the trip has taken place.

3.23 Smoking

Smoking is not permitted anywhere on the school site.

3.24 Stress and Well-being

The school takes positive action to manage and minimise stress and well-being issues.
Any stress and workload management issues are discussed and recorded as appropriate as part of the performance management process.

3.25 Vehicle Control and Pedestrian Safety

Visitor parking is available on the main school site. All visitors must park in designated parking bays, keeping clear of yellow hatchings and the pedestrian crossing.

All visitors must leave their registration plate at Reception when signing in to allow vehicle owners to be located if necessary.

Pedestrians should use the pedestrian crossing when crossing the car park.

Parents are not permitted to use the car park at any time unless authorised by the headteacher.

3.26 Visitors and other users of the premises

- It is the duty of all the personnel within the school to ensure the health and safety of all visitors
- All visitors must sign into the school at reception and sign out again when leaving. A visitor's badge must be worn at all times
- Visitors are to be accompanied to their destination as appropriate
- Fire Evacuation information is supplied to all visitors when they sign in.

3.27 Work Experience

Work Experience students should understand the requirements of the Health and Safety Policy. This forms part of the induction process.

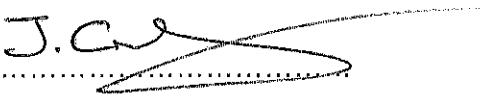
3.28 Working at Height

Any member of staff for whom working at height is part of their normal working routine will be required to attend Working at Height training. When using access

equipment, such as ladders or stepladders, the correct equipment must always be used for the job to be undertaken.

This policy was adopted on: 29-09-2026 (date)

Signed:



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Headteacher

Date of next review: October 2027