



Health and Safety Policy

Updated: July 2026

Due for Review: July 2027

Ratified by Trustees: June 2019

Signed Chair of Trustees: Heather B. Scott

Health and Safety Policy

General Statement

The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Woodbridge Trust. The Trustees and all Heads of School recognise their responsibility to the health, safety and welfare of all staff, learners and other persons visiting their premises.

It is the policy of the Trustees / Heads of School, so far as is reasonably practicable:

- To maintain all areas under the control of the Trustees / Heads of School in a condition that is safe and without risk to health;
- To establish and maintain a safe and healthy environment throughout the trust;
- To establish and maintain safe working procedures among staff and learners;
- To ensure that risk assessments are carried out by competent staff;
- To consult with employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To provide and maintain means of access to and egress from that place of work that are safe and without risk;
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- To ensure the provision of sufficient information, instruction and supervision to enable all employees and learners to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- To prevent accidents and cases of work-related ill health;
- To provide and maintain safe, healthy and adequate welfare facilities;

School Responsibilities

Head of School and Trustees

Heads of School are responsible for the day-to-day Health and Safety management of schools and all staff directly employed by the organisation. This responsibility will include ensuring that staff are aware of the safety rules and procedures which apply and also that they have access to detailed and specific regulations affecting their work. In particular Heads of School must be aware of the arrangements governing visits and general contractors whilst on the school premises.

In some circumstances there may be staff employed by the NHS working on your premises, you do have responsibility for these staff as visitors.

Head of School / Trustees Roles

- Monitor the effectiveness of the safety policy;
- Make arrangements to ensure that all staff employed by the school, and all other persons working on the premises, are aware of all policies, risk assessments and all other relevant health and safety information;
- Understand Head of School and Trustees responsibilities under the Health and Safety at Work Act.
- Ensure that staff are aware of and seek advice in the event of an unusual situation which is likely to be a health and safety hazard;
- Make arrangements and implement the accident reporting procedure and ensure that staff are aware of the system;
- Ensure accidents are reported and investigated where necessary, and ensure control measures are implemented;
- Develop and maintain safe working practices;
- Ensure that all staff are aware of the first aid arrangements and first aiders;
- Ensure the implementation of procedures in the event of fire and ensure that all staff are aware of their roles and responsibilities;
- Provide suitable induction training for all new staff;
- Identify health and safety training needs;
- Ensure all structural defects in contracted schools are reported to the Authority;
- Ensure staff have an awareness of relevant health and safety legislation and their responsibilities as employees;
- Where personal protective equipment is identified as necessary, ensure it is provided and maintained;
- Ensure there are suitable provisions for contractors working on site;
- Understand the organisation, role and powers of Health and Safety Executive Inspectors;
- Recognise that the policy, risk assessments and practices are not static, and ensure that the health and safety policies and procedures are updated and amended where necessary.

Employees

The Health and Safety at Work Act 1974 states - "It shall be the duty of every employee whilst at work -

- (a) To take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work; and
- (b) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with". The Act also states "No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions"

All employees:

- Have a general responsibility for the application of the Trusts Safety Policy, and any School Policy, to their own department or area of work and are directly responsible to the Head for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Trust and the Head, including the relevant parts of this statement, shall be observed;
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence or risk to health in connection with the use, handling storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines); they should also refer to documents produced for these products under the COSHH Regulations;
- Shall resolve any health and safety problems any member of staff may refer to them and refer to the Head any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Head;
- Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils / learners to avoid hazards and contribute positively to their own safety and health at work;
- Shall, where appropriate, seek the advice and guidance of the relevant Adviser or Trust;
- Shall propose to the Head requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

It is recognised by the Trade Union organisations that the disciplinary procedure would be relevant in circumstances where employees choose to disregard these responsibilities.

Class Teachers and Teaching Assistants

The class teacher is responsible for the safety of pupils whilst in classrooms, workshops and laboratories, this has been a statutory duty since 1987.

Where class teachers or teaching assistants have concerns regarding the various safety issues for example class sizes, condition of equipment etc. They should discuss the problems with the Head Teacher or Head of Department before the lesson. Class Teachers and teaching assistants should:

- Liaise with and recommend to the Head of the Department or Head of school any safety issues and hazards such as class sizes, condition of equipment and also recommend additions and discuss improvements that can be implemented.
- Ensure that before the lesson, by carrying out a risk assessment, that all protective clothing, guards, screens, etc. plus any special safety procedures are available and will be used;
- They personally should follow safe procedures and working practices;
- Know the various safety procedures in their teaching areas including the location of any safety equipment, they should ensure that all the procedures are followed:
- Control and supervise the pupils and ensure that safety rules and protective equipment are followed and used:
- Ensure that safety instructions are clear and understood and check frequently that they are being followed.

Site Managers and Assistant site managers

Site staff are key members of the school staff in that they are often the first to notice health and safety hazards and are, in a large number of schools, the 'contact person' for reporting faults and liaising with contractors on site.

Their role within the schools safety arrangements should be clearly defined and **all** staff made aware of this role.

First Aiders

All schools must have at least one First Aider who can provide trained support in the event of an accident or illness to any employee, and non-employee. Where the risk of injury is identified as significant, such as during PE lessons and within DT Workshops and Science labs, access to a First Aider and first aid equipment must be readily available (including provision of a wash basin or sterile water)

Pupils / learners

Pupils / learners are expected to:

- Exercise personal responsibility for the safety of self and class-mates;
- Wear the correct clothing consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Follow all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- Only use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

NB: It is essential that all pupils / learners and parents/guardians are made aware of the requirements of this section.

Visitors

The Health and Safety at Work Act, 1974 imposes a general duty of care on most people associated with work activities. Everyone employed in educational establishments is protected by the Act and employers have an obligation to ensure, as far as is reasonably practicable, that persons NOT EMPLOYED by them who may be affected by their activities are not exposed by their actions to health or safety risks within the school premises. (Health and Safety at work Act, 1974 Section 3.)

Visitors should report to the main school office on arrival at the school, they should be required to observe the safety rules of the school, in particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the Teacher to whom they are assigned, and should not be asked to carry out tasks for which they are not 'competent', trained or authorised for.

In addition the 'Occupiers Liability Act 1957' introduced a 'common duty of care' which an occupier owes to all visitors other than trespassers. This duty required him/her to see that visitors were reasonably safe in using the premises for the purpose for which they were invited, or permitted to be there. In 1984 the Occupiers Liability Act was updated and occupiers must also take reasonable care to see that trespassers do not suffer personal injury whilst on the premises.

Contractors

Contractors should report to the main school office on arrival at the school and outside contractors working on educational premises are required to ensure safe working practices by their employers under the provision of the Health and Safety at Work Act and must pay due regard to the safety of all persons using those premises in accordance with Section 3 and 4 of the Health and Safety at Work Act. They should also inform the school of any hazardous operations they intend to carry out and liaise with the appropriate person on site regarding this work. They should also have available COSHH assessments for any substances they intend to use.

In instances where the contractor creates hazardous conditions and refuses to eliminate them the Head of School must take actions as are necessary to prevent persons in his/her care from risk of injury and the Trust.

Arrangements for Firwood High School

The arrangements section of the health and safety policy has been designed for educational establishments / departments to complete with the relevant health and safety information for staff, visitors and contractors.

3.1 Roles & Responsibilities	
The Senior member of staff in the establishment/department with responsibility for Health and Safety matters the health and safety co-ordinator is:	Head of School (HOS)
The Governor appointed for health and safety is:	Pending
Consultation with staff, regarding health and safety is provided via:	Staff meetings / Training
Members of the health & safety committee are: Trustees – Finance, Resource and HR Committee Mike Sidebottom – CEO Jennifer Moore – CFO Note: H&S info such as accidents, fire evacuations etc. should be reported to the Quality of Education committees for each setting.	
3.2 Risk assessment	
The person responsible for ensuring risk assessments are carried out is:	SLT / SBM / staff complete for activities / Site
Copies of risk assessments are located:	All Staff drive and Health & Safety folder
Staff who have undergone training and are competent to carry out risk assessments are: All teaching staff, Senior Leadership Team, SBM, Site Team	
Any hazards noted within the establishment/ departmental environment must be reported to:	In Maintenance Log Book (checked Weekly by Site Manager) or if urgent Site Manager / SBM / SLT/facilities Manager
The person responsible for initiating risk assessments of hazard reported and for ensuring that control measures are implemented is:	SLT (overall responsibility) staff complete for activities/trips. Site Manager for Premises
Risk assessments will be reviewed as needed by staff or 2-3 year basis by relevant staff responsible (NB this should be carried out at LEAST every 2 – 3 years)	
The educational visits co-ordinator is:	SLT
Educational visits risk assessments and paperwork are located in:	Staff shared area and Evolve System
3.3 Emergency & Fire Arrangements	

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head of School/Deputy Head of School/Business Manager, or in their absence, a member of the Senior Leadership Team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The priorities in an emergency situation are as follows:

- To ensure the safety of all persons including those pupils with Personal Emergency Evacuation Plans (PEEPs) and their removal from danger,
- Their care and the application of first aid and medical treatment where appropriate;
- To call the emergency services when appropriate;
- To safeguard the premises and equipment, if this is possible without putting persons at risk.

The competent person responsible for monitoring the fire risk assessment and liaising with the fire risk assessor is:	Site Team
Fire drills will be carried out by:	SLT and Site
Fire drills will be held on a termly basis by:	SLT and Site
Fire alarm points will be tested on a weekly basis by:	Site Team
Means of escape will be checked on a weekly basis by:	Site Team
Firefighting equipment will be checked on a monthly basis by:	Site Team
Emergency lighting will be tested on a monthly basis by:	Site Team
Records of tests, checks and drills will be held in/by:	Site Team
Fire extinguishers will be serviced on an annual basis by:	Site Team via Contractor

All staff should undertake fire training on an annual basis (annually internally, 3 yearly external)

3.4 Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will complete an accident report as soon as possible after the event for both employees and non-employees (including pupils, visitors etc)

Location of accident forms:	Main office SBM office
Persons responsible for accident forms:	Head of School
Persons responsible for carrying out accident investigations is:	HOS Delegated to SLT

Accident forms must be completed and returned to: **Health & Safety Team, Office 4, Ashburner Street Market, Ashburner Street, Bolton, BL1 1TS**

Who will investigate and forward on to necessary advisory.

The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:	SLT
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

3.5 First Aid -

We recognise the importance of providing adequate and appropriate first aid equipment and facilities for all, teaching, non-teaching staff, pupils and visitors to the site, and will take all reasonable practical steps to fulfil our responsibility.

The following have received first aid training

Name	Location/Extension	Date of expiry of certificate
First Aid in the Work Place:		
Cassie Devereux Danny Evans Tomkinson Tracey Laycock David Longworth Nick Edwards Hafsa Maju Parys Jackson Victoria Lord Kerry Longley Sally Bolton Parnell	Class	06.11.27 25.09.28 06.11.27 06.11.27 25.09.28 11.06.29 11.06.29 11.06.29 11.06.29 11.06.29
Sally Martin Sarah Hanif Ruth Conroy	Firwood @ Little Lever	25.09.28 11.06.29 11.06.29
Hydro Trained & Emergency First Aid at Work		
Catherine Leeson Reon Haworth Dawn Smith Chloe Hanley Gemma Henshaw Hannah Seed Lucy Jones Victoria Lord Pip Young Danny Evans-Tomkinson Martin Chun Chan Larissa-Jo Nightingale Cassie Devereux	Class	23.03.29 23.03.29 23.03.29 23.03.29 23.03.29 14.07.27 14.07.27 23.03.29 23.03.29 23.03.29 23.03.29 23.03.29 23.03.29
Trained nurses: Anna Pimblett – Paediatric Nurse Shelley Higham – Paediatric Nurse	Ext 3607 / 3608	N/A
Mental Health First Aiders	Julie McAllister, Francesca Derden, Nicola Burgess, Sally Bolton-Parnell, David Longworth, Cassie Deveraux, Emma Biggar	
The person responsible for ensuring first aid qualifications are maintained is:		Head of School

The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Appointed persons identified if needed
First aid boxes are kept in the following points in the education establishment: 1)Bistro (Upstairs) 2) Staff Room (Upstairs) 3) Medical Room(Downstairs) 4) Kitchen (Downstairs), Year 7 Corridor. 5) Lucy's room/ Health Room 6) Trust Kitchen (Downstairs) 7) Site Office 8) Safe Guarding Office 9) Front Main Office	
Travelling first aid boxes are located: Medical Room / on mini bus	
The location and contents of all first aid boxes will be checked:	Half termly basis
The person(s) responsible for the checks is: - Deficiencies of first aid materials should be reported to	First Aider – Cassie Devereux Main Office
The address and telephone number of the nearest medical centre/NHS GP is:	Brightmet Health Centre Brightmet Fold Road Bolton BL2 2LW
	01204 462500
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Bolton Hospital
	01204 390390
<i>Occupational health provisions are available from the Occupational Health team at Paderborn House, please speak to your head teacher/Line Manager regarding accessing this service.</i>	
3.6 Pupils with medical/ special needs (please see Section 4 Health & Safety Manual – supporting pupils with medical needs)	
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Head of School
The person responsible for ensuring pupil specific risk assessments are conducted is :	Head of School
The person responsible for the supervision and storage of pupils medicines is:	SLT /Nurse/ class team.
3.7 Maintenance and premises	
All employees and trustees must report any hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, in person or by phone to:	Head of School / SLT SBM Site Team
A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Site Team

Defective furniture or equipment should be taken out of use immediately and reported to:	Site Team
The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:	First Keyholding Service BMBC
	Second Site Team
3.8 Health and safety training	
The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Head of School
Induction training should cover: • Health and Safety Policies: Bolton Council, and School, • Education Visits Policy • Risk Assessment • Fire and other Emergency Arrangements • Accident Reporting Arrangements • First Aid Arrangements • Safe Use of Work Equipment • Procedures for Hazardous Substances • Good Housekeeping • Moving & Handling Training for appropriate staff • Training to meet specific pupil medical needs e.g. medication administration, tube/peg feeding, intimate care (for appropriate staff) • Hazard Reporting and Maintenance Procedures • Special Hazards/Responsibilities Associated with their Work Activity	
The person responsible for organising health and safety training is:	Head of School
3.9 Work Equipment	
<i>The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.</i>	
- Ladders Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is :	Site Team
Person(s) authorised to use:	Trained Staff
- Equipment for pupils with special educational needs The person responsible for ensuring that all hoists, both ceiling Mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	Head of School Site Team
Person responsible for regular (daily) visual inspection of equipment including hoists is	Site Team / Class Teams
Person responsible for regular daily visual inspection of wheelchairs/ standers is	Site Team / Class Teams
Person responsible for maintenance of wheelchairs is/are	Occupational Therapist Team
- Lifts The person responsible for ensuring that lifts are inspected and serviced every six months is:	Site Team
- Caretaking and cleaning equipment (including powered cleaning equipment, power and hand tools etc) Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Site Manager Environment services Cleaning Staff

Person(s) trained and authorised to use are:	Site Manager Environment services Cleaning Staff
- Laboratory Apparatus and Equipment Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	N/A
- Design and Technology Equipment Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	Class Teacher Curriculum Coordinator
Person(s) authorised to operate and use is/are:	Class Teacher Teaching Assistants
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Class Teacher
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Class Teacher
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Class Teacher
- Art and Design Equipment Basic art equipment checks are carried out by (safety of resources, pre-use checks and safety of equipment)	Class Teacher Curriculum Coordinator
Person(s) authorised to operate and use is/are:	Class Teacher Teaching Assistants
- PE Equipment (indoor and outdoor) Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Class Teacher Curriculum Coordinator Site Team
Person(s) responsible for regular (daily) visual inspection is/are:	Class Teacher
Contractor responsible for annual full inspection and report is:	Sports Safe UK Ltd
3.10 Portable Electrical Appliances	
The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	Site Team
Person(s) responsible for carrying out formal visual inspection and testing is/are:	PAT Master
Staff must not bring onto the premises any personal portable electrical appliances unless authorised to do so	
3.11 Personal Protective Equipment (PPE)	
<i>Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.</i>	
The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are:	Cleaning Firm / Site Team BSCA
3.12 Hazardous substances	
Copies of all the hazardous substances inventories are held centrally in:	Site Team
The person responsible for undertaking and updating the COSHH risk assessments are:	Site Team
The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually is:	N/A

The Radiation Protection Supervisor is: Contact details	N/A
3.13 Asbestos	
The person responsible for managing asbestos in compliance with the Trusts policy, and ensuring that the premises asbestos plan is consulted by visiting contractors and other relevant persons is:	None on Site
The asbestos management plan is held:	N/A
The person responsible for ensuring that the plan is updated, annually and as appropriate following work on the fabric of the building is:	N/A
3.14 Legionella	
The Duty Holder as defined in the Control of Legionella Bacteria in Water Systems ACoP is:	Head of School
The responsible person (as defined in the Control of Legionella Bacteria in Water Systems ACoP) is:	Head of School
3.15 Work Experience	
The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited	SLT / SBM
3.16 Visitors	
On arrival all visitors should report to: where they will be issued with: - an identification badge - Information Leaflet - and will sign the visitors book	Firwood Reception
3.17 Contractors	
The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Site Team / SBM
The person in control of contractors whilst on site is:	Site Team
3.18 Noise	
Any employee concerned about the noise levels at work should report the matter to the following who will arrange for remedial action or for an assessment to be made by the Health and Safety Team	Site Team / SLT / SBM
3.19 Cleaning Arrangements	
All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to caretaking staff who will arrange for them to be dealt with.	Cleaning Contractor
3.20 Display Screen Equipment	
The display screen equipment assessor for the establishment is	Bolton Council
3.21 Miscellaneous	
The Health and Safety Law Poster is sited:	Reprographics Room
The person for updating it is -	Office

Smoking

The Trust Board has prohibited smoking in on any Woodbridge Trust site and in vehicles under its control.