



**Health  
and Safety**



## **Woodbrook Vale School Policy Document**

# **Health and Safety Policy**

**Date approved by Trustees:** 13 January 2026

**Review Date: Annually** Spring Term 2027

Headteacher's Signature:

Date: 13 January 2026

Print name: Rachael Fraser

Chair of Trustee's Signature:

Date: 13 January 2026

Print name: Gavin Brown

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

## **THIS IS THE HEALTH AND SAFETY STATEMENT OF**

### **Woodbrook Vale School**

#### **Our statement of intent is:**

- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with NYCC HandS Service in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

## **HEALTH AND SAFETY POLICY RESPONSIBILITIES**

**Overall responsibility for health and safety within the establishment is that of:**

**Mrs Rachael Fraser (Headteacher)**

**Mr Gavin Brown (Chair of Trustees)**

**To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:**

**Name: Mr John Donoghue**

**Responsibility: Health & Safety Governor/Trustee**

**Name: Mr Dave Green**

**Responsibility: School Business Manager – Health and Safety Lead**

**Name: Mr Alastair North**

**Responsibility: Estates Manager – Premises Health and Safety**

**Name: Mrs Bhagwant Johal**

**Responsibility: Head of Science Faculty**

**Name: Mr Ian Smith**

**Responsibility: Head of PE Faculty**

**Name: Mrs Alison Eddy**

**Responsibility: Head of ADT Faculty**

**Name: Mr Rob Gascoigne**

**Responsibility: Catering Manager**

**Name Jane Allen**

**Responsibility: Science Technician**

**All employees have to:**

- **co-operate with supervisors and managers on health and safety matters;**
- **not interfere with anything provided to safeguard their health and safety;**
- **take reasonable care of their own health and safety and of others; and**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

## **ARRANGEMENTS**

### **HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES**

**Risk assessments will be undertaken by:**

**Mr Dave Green, Mr Alastair North, relevant Line Manager and the staff member undertaking activity.**

**The findings of the risk assessments will be reported to:**

**All relevant staff**

**Action required to remove/control risks will be approved by:**

**Mrs Rachael Fraser, Mr Dave Green, Mr Alastair North, relevant Line Manager and the staff member undertaking activity**

**The person responsible for ensuring the action required is implemented is**

**Mrs Rachael Fraser, Mr Dave Green, Mr Alastair North, relevant Line Manager and the staff member undertaking activity**

**Checks that the implemented actions have removed/reduced the risks will be carried out by:**

**Mrs Rachael Fraser, Mr Dave Green, Mr Alastair North and the staff member undertaking activity**

**Assessments will be reviewed:**

**In the event of an accident, annually or when the work activity changes, whichever is soonest.**

## **ARRANGEMENTS CONSULTATION WITH EMPLOYEES**

**Employee Representative(s) are:**

**Mr David Matthews**

**Consultation with employees is provided by:**

**Agenda item on staff weekly meetings**

**Staff briefing and noticeboard**

**Training Days**

**Regular (half termly) meetings with union H&S representatives**

## **ARRANGEMENTS**

### **SAFE PLANT AND EQUIPMENT**

**Identifying equipment/plant, which will need maintenance is the responsibility of:**

**Mr Dave Green  
Mr Alastair North  
Mr Rob Gascoigne**

**Ensuring effective maintenance procedures are drawn up is the responsibility of:**

**Mr Dave Green  
Mr Alastair North  
Mr Rob Gascoigne**

**The person responsible for ensuring that all identified maintenance is implemented is:**

**Mr Dave Green  
Mr Alastair North  
Mr Rob Gascoigne**

**Problems with plant/equipment should be reported to:**

**Mr Dave Green  
Mr Alastair North  
Mr Rob Gascoigne**

**Checking plant and equipment health and safety standards before purchase is the responsibility of:**

**Mr Dave Green  
Mr Alastair North  
Mr Rob Gascoigne**

## **ARRANGEMENTS**

### **SAFE HANDLING AND USE OF SUBSTANCES**

**Identifying substances which need a COSHH assessment is the responsibility of:**

**Mr Dave Green  
Mr Alastair North  
Mr Rob Gascoigne  
Faculty Heads  
Grounds Maintenance**

**The person(s) responsible for undertaking COSHH assessments is/are:**

**Mr Dave Green  
Mr Alastair North  
Mr Rob Gascoigne  
Faculty Heads  
Grounds Maintenance**

**Ensuring that all actions identified in the assessments are implemented is the responsibility of:**

**Mr Dave Green  
Mr Alastair North  
Mr Rob Gascoigne  
Faculty Heads  
Grounds Maintenance**

**The person responsible for ensuring that relevant employees are informed about COSHH assessments is:**

**Mr Dave Green  
Mr Alastair North  
Mr Rob Gascoigne  
Faculty Heads  
Grounds Maintenance**

**Checking that substances can be used safely before they are purchased is the responsibility of:**

**Mr Dave Green  
Mr Alastair North  
Mr Rob Gascoigne  
Faculty Heads  
Grounds Maintenance**

**Assessments will be reviewed:**

**In the event of an accident, annually or when the work activity changes, whichever is soonest.**

## **ARRANGEMENTS INFORMATION, INSTRUCTION AND SUPERVISION**

**The Health and Safety Law poster is displayed in:**

**Staff Room**

**Health and safety advice is available from your HandS Safety Risk Adviser:**

**Dale Barton – Head of NYCC HandS Service  
07788 564533**

**Supervision of young workers and trainees will be arranged/ undertaken/monitored by:**

**Head of Faculty**

**Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:**

**Mrs Rachael Fraser  
Mr Dave Green**



## **ARRANGEMENTS COMPETENCY FOR TASKS AND TRAINING**

**Induction training will be provided for all employees by:**

**Local SLT Induction  
Mrs Rachael Fraser  
Mr Dave Green  
Mr Alastair North  
Mr Rob Gascoigne  
Faculty Heads**

**Job specific health and safety training will be provided by:**

**HandS Service  
Line Managers**

**Health and Safety Training Requirements:**

**Asbestos/Legionella training**

**First Aid training**

**Fire Awareness / Fire Warden training**

**Working at Height / Safe Ladder use**

**Manual Handling**

**Educational Visit Co-Ordinator training  
Educational Visit Group Leader training**

**Training records are kept:**

**Mr Dave Green  
Mr Alastair North**

**Training will be identified, arranged and monitored by:**

**Relevant Line Manager**

## **ARRANGEMENTS**

### **ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

#### **Locations of First Aid Boxes:**

**Student Support office  
All Design and Science rooms  
PE- Sports Hall  
English Block  
Library  
Estates Office  
Kitchen**

#### **The named first aider trained members of staff are:**

**Mr P Hayes  
Mr I Smith  
Miss K Phillips  
Mr T Godfrey  
Mrs T Woolley  
Mrs J Hibberd  
Mrs S Gallagher  
Mrs M McSwiney  
Miss L Reeves  
Miss L Briers  
Mrs K Hopkinson  
Mrs C Farrell  
Mr I Clargo  
Miss K Roberts  
Miss A Kendrick  
Mrs D Blaze  
Miss M Camilleri  
Mr M Hurford  
Mrs M Staples  
Mr M Williamson**

#### **The numbers of first aid trained members of staff are:**

**20**

**All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:**

**Staff - Main reception  
Students – Student Office**

**The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC CYPS Health and Safety section/HSE is:**

**Mr Dave Green**

## **ARRANGEMENTS**

### **MONITORING**

**To check our working conditions, and ensure our safe working practices are being followed, we will undertake:**

**Legionella testing  
Asbestos inspection  
Termly Visual H & S inspection  
Establishment Hands Service Inspection  
PAT testing  
Fixed appliance electrical testing  
Extraction fans maintenance  
Property Services Condition Survey  
Prioritised programme of risk assessment  
Boiler room annual inspection  
Gulleys and Gutters checked and cleaned  
Pest control  
Sports and Gym equipment maintenance**

**The person responsible for investigating accidents is:**

**Mr Dave Green  
Mrs Rachael Fraser  
Trustees**

**The person responsible for investigating work-related causes of sickness absences is:**

**Mr Dave Green  
Mrs Rachael Fraser  
Trustees  
Occupational Health**

**The person responsible for acting on investigation findings to prevent a recurrence is:**

**Mr Dave Green  
Mrs Rachael Fraser  
Trustees  
Occupational health**

## **ARRANGEMENTS**

### **ASBESTOS RISK MANAGEMENT**

**The Responsible Officer for asbestos management is:**

**Mrs Rachael Fraser – Duty Holder**  
**Mr Dave Green**  
**Mr Alastair North – Day to Day Responsibility**

**The Asbestos Risk Management file is kept in:**

**Site Team Office**

**Site plans showing the location of asbestos containing materials (ACM's) are kept in:**

**Estates Office**

**Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:**

**Mr Alastair North**  
**Mr Dave Green**

**Asbestos risk assessments will be undertaken by:**

**Mr Dave Green**  
**Mr Alastair North**

**Visual inspections of the condition of ACM's will be undertaken by:**

**Mr Alastair North**

**Records of the above inspections will be kept in:**

**Estates Office**

## **ARRANGEMENTS**

### **LEGIONELLOSIS MINIMISATION**

**The 'Nominated Persons' for Water Management at the premises are:**

**Mrs Rachael Fraser – Duty Holder**  
**Mr Dave Green**  
**Mr Alastair North**

**Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:**

**Main Reception**  
**Estates Office**

**The person responsible for carrying out the on-site tasks set out in the above assessments is:**

**Mr Alastair North**

**Record showing that the above on-site tasks have been undertaken are kept in:**

**Estates Office**

## **ARRANGEMENTS WORK AT HEIGHT**

**All work at height in the establishment must be authorised by:**

**Mr Dave Green  
Mr Alastair North  
Relevant Line Manager**

**Risk assessments for working at height are to be completed by:**

**Mr Dave Green  
Mr Alastair North  
Relevant Faculty Heads  
All members of staff that work at height**

**Equipment used for work at height is to be checked by and records kept in:**

<b>Mr Alastair North</b>	<b>Estates Office</b>
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## **ARRANGEMENTS EDUCATIONAL VISITS**

**Off-site educational visits must be authorised by:**

**Mrs Rachael Fraser – Day visits  
Trustees – Residential /Overnight Stay**

**The Educational Visits Co-ordinator(s) is/are:**

**SLT**

**Risk assessments for off-site visits are to be completed by:**

**Group Leader**

**Policy, Procedures & Guidance for Educational Visits are kept in:**

**Mr Dave Green**

**Details of off-site activities are to be logged by:**

**SLT**

## **ARRANGEMENTS**

### **EMERGENCY PROCEDURES – FIRE AND EVACUATION**

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

Mrs Rachael Fraser – Duty Holder  
Mr Alastair North  
Mr Dave Green

Escape routes are checked by/every:

All staff Mr Alastair North	Daily Weekly
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Fire extinguishers are maintained and checked by/every:

Contractor Visually Inspected	Annually Termly
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Alarms are tested by/every:

Mr Alastair North Contractor	Weekly Bi-Annually
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Emergency evacuation will be tested:

Termly



## APPENDICES

List here any other policies relevant to health and safety e.g. *Medicines Policy, Educational Visits Policy etc.*

H&S Policy and Guidance Handbook  
Emergency Response Guide  
Safeguarding Policy  
Safeguarding Audit  
Lockdown Procedure  
Disaster Recovery Procedure  
Educational Visits Policy  
Display Screen Equipment Procedure  
Emergency Procedures  
Events Procedure  
Fire Safety Procedure  
First Aid and Medicines Procedures  
First Aid at Work Procedure  
Intimate Care Procedure  
Laptop and Tablet Procedure  
Lettings Procedure  
Lone Working Procedure  
Midday Supervisor Procedure  
Missing Child Procedure  
Nappy Changing Procedure  
Snow and Ice Procedure  
Gritting Plan  
Use of Chemicals at Work Procedure  
Use of Sunscreens Procedure  
Working at Height Procedure