



**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:

Print name: Rachael Fraser

A handwritten signature in black ink that reads 'Fraser'.

Date: 13 January 2026

Chair of Trustee's Signature:

Print name: Gavin Brown

A handwritten signature in black ink that reads 'Gavin C Brown'.

Date: 13 January 2026

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:**

**Mr Alastair North      Estates Office**

## **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:**

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

<b>Contractor</b> <b>Visually Inspected</b>	<b>Annually</b> <b>Termly</b>
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**Alarms are tested by/every:**

<b>Mr Alastair North</b> <b>Contractor</b>	<b>Weekly</b> <b>Bi-Annually</b>
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**Emergency evacuation will be tested:**

<b>Termly</b>
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## 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**