Windrush Valley School

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Policy Documents Annual Review Record

Citation	This document shall be cited as: Health & Safety Policy and linked to the following policies: Safeguarding Policy Medical Conditions and First Aid Policy Fire Risk Prevention Policy COSHH Policy Water Hygiene Management Policy Education Visits Policy Contractors Policy Risk Assessment Policy Allergy Safety and Anaphylaxis Management Policy
Person responsible	Headteacher
Comments to	Headteacher
Last reviewed/updated	October 2026
To be reviewed/updated	October 2027
Reason for review/update	Annual Review
Person reviewing/updating	Victoria Barron
Source/author	Amanda Douglas
Implementation	Immediate and on-going
Approved By	T Mullins 13.10.2026

The Governors are satisfied with this policy and its implementation in the school.

HEALTH AND SAFETY POLICY

1 Part 1 – General Statement of Health and Safety Policy

As proprietors of Windrush Valley School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils (including those pupils in Early Years), contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer, we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The proprietors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as proprietors of Windrush Valley School by appointing the Chair of Governors with responsibility for overseeing health and safety.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headteacher.

A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at the Spring Full Governing Body (FGB) meeting.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected annually by the School Business Manager.

These reports (as per point above) are considered by the full Governing body and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

The school's adherence to the Food Safety Act (1990), the Food Standards Act (1999) and the Food Hygiene (England) Regulations 2006 are addressed by the school's Food Safety Management System which complies with the Safer Food Better Business (SFBB) procedures. Food safety, storage, preparation and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). The School Business Manager arranges a deep clean of the extractor fans, annual equipment check and pest control services, and reports on all these aspects to the F GB.

The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more

frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The FGB should review this risk assessment every time it is amended.

An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the FGB.

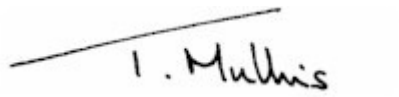
An external competent person undertakes a risk assessment for legionella, every three years and a monthly water temperature testing regime is in place.

The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'manual handling' and 'working at height training' as well as Allergy Management. First aid training is provided to full time teaching staff with a child facing role. Minibus driver training is provided as required.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headteacher, the School Business Manager and other members of the Senior Leadership Team ("SLT") in order to enable the proprietors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the School Business Manager.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed



Chair of Governors, for and on behalf of the Proprietors

Date 13.10.2026

2 Part 2 – Organisation of Health and Safety Policy

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

The arrangements outlined in this statement and the various other safety provisions made by the Proprietors cannot prevent accidents or ensure safe and healthy working conditions. Only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. Whilst the school will take all reasonable steps to identify and reduce hazards to a minimum, all staff, pupils and visitors must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

2.1 Proprietor Responsibilities

The proprietors of Windrush Valley School have a responsibility to ensure that the school's health and safety related policies are up to date and are being adhered to. Responsibility of the Health and Safety Management system is delegated to the Headteacher. Day to day management of the Health and Safety system is delegated by the Headteacher to the School Business Manager (SBM). The Governing Body, on behalf of the proprietors, will conduct an internal Health and Safety audit at least twice per year.

2.2 Employers Responsibilities

2.2.1 General Responsibilities

In the discharge of its duty the school will:

- make itself familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1999** and **Health and Safety Responsibilities and Duties for Schools (2022)**
- **make itself familiar with the Food Safety Act (1990), Food Standards Act (1999), and Safer Food Better Business (SFBB) procedures**

have policy oversight and responsibility for the implantation of policies and procedures relating to Allergy Safety and Anaphlyaxis management

- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- identify and evaluate all risks relating to:
- accidents
- health
- school-sponsored activities

- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others

In particular the school undertakes to provide:

- A safe place for staff and pupils to work including safe means of entry and exit
- Plant, equipment and systems of work which are safe
- Safe arrangements for the handling, storage and transport of articles and substances
- Safe and healthy working conditions which take account of all appropriate:
  - statutory requirements
  - codes of practice whether statutory or advisory
  - guidance whether statutory or advisory
- Advice and guidance for staff and pupils on how to remain safe and healthy whilst in school. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Proprietors will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- Adequate welfare facilities

All staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, receive comprehensive information on:

- This policy
- All other relevant health and safety matters
- The instruction and training that will be given to all employees, on induction and annually thereafter, so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2.2.2 Headteacher/SBM Responsibilities

The Headteacher has responsibility for the development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this.

The Headteacher delegates the day-to-day maintenance of these systems to the School Business Manager (SBM).

The Headteacher/SBM takes all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headteacher/SBM:

- Is aware of the basic requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practices relevant to the work of the school including in relation to food safety
- Ensures the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- Ensures safe working conditions for staff, pupils and others using the school premises and facilities
- Ensures safe working practices and procedures throughout the school so that each task is carried out to the required standards and that all risks are controlled
- Consults with members of staff on health and safety issues
- Arranges systems of risk assessment to allow the prompt identification of potential hazards
- Carries out periodic reviews and safety audits on the implementation of the Health and Safety Policy and procedures
- Engages a competent contractor to carry out an external Health and Safety Audit once every three years
- Ensures members of staff receive adequate and appropriate training and instruction in health and safety matters within the financial resources available
- Encourages staff, pupils and others to promote health and safety
- Ensures that any defects which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- Encourages all employees to suggest ways and means of reducing risks
- Collates accident and incident information and, when necessary, carries out accident and incident investigations
- Monitors the standard of health and safety throughout the school and disciplines those who consistently fail to consider their own well-being or the health and safety of others
- Monitors first aid and welfare provision

2.3 Health and Safety Training

New staff are given Health and Safety Training within 2 weeks of starting at Windrush Valley School. This is recorded on a Health and Safety Induction Checklist.

Refresher training is given to all staff at least annually or as changes to systems and processes occur.

The Headteacher maintains a training matrix of training given.

The School Administrator maintains the SCR register.

2.4 Risk Assessments

The school conducts a regular risk assessment of the methods of work and all school-sponsored activities. Individual risk assessment reports for all areas of the school's operation are available on the School's Shared Drive. Staff must read such reports in conjunction with this policy. Risk Assessments are reviewed annually and when there are any changes to existing processes and procedures. See Risk Assessments Policy for further details.

The school conducts an annual survey of the premises; any defects and deficiencies identified by this survey are remedied without delay.

2.5 Fire Risk Assessments

The school engages a competent contractor to conduct a full fire risk assessment of the school once every three years. A Fire Risk Review is conducted every year during the intermediary years. Weekly inspections are carried out of fire activation call points, emergency exit signs and doors and monthly inspections of emergency lighting in accordance with the Fire Risk Policy. Fire detection and fire-fighting systems are checked at least annually by a competent contractor. Details are recorded in the Fire Prevention Folder. Any defects and deficiencies identified by these inspections are remedied without delay.

2.6 Water Hygiene Management

A Water Hygiene Risk Assessment is carried out once every three years and water temperature checks are regularly undertaken, in accordance with the Water Hygiene Management Policy, to ensure that the water systems and services are adequately maintained. Any defects and deficiencies identified by these inspections are remedied without delay.

2.7 Use of Hazardous Substances

The school conducts a risk assessment of all hazardous chemicals held on site, in accordance with the COSHH Policy to ensure that significant risks have been identified and suitable and sufficient controls are in place to protect the health, safety and welfare of those who may be affected by activities at the school. Any defects and deficiencies identified by these inspections are remedied without delay.

2.8 Display Screen Equipment (DSE) Assessments

The SBM conducts an annual DSE and workstation assessment for all members of staff who regularly use DSE (those who use DSE daily; for continuous periods of an hour or more). The SBM is responsible for ensuring that all remedial action is implemented. Records of these assessments are filed in the H&S Folder. Where eye tests are requested by DSE users, these will be provided free of charge via an NHS Optometrist.

2.9 Asbestos

There is no known asbestos in the school.

2.10 Pest Control

The School employs an external contractor to ensure that the appropriate pest control measures are in place.

2.11 Smoking

Smoking and vaping is not permitted in the school premises.

2.12 School Security / Visitors

A risk assessment has been conducted of the security arrangements in school. Visitors to the school must report on arrival to the school office where they will be required to sign in and receive and wear a visitor's badge. Visitors must return their badge before leaving and sign out of the visitor's book.

2.13 Emergency Plans

The Headteacher will prepare a Critical Incident Plan to cover foreseeable major incidents. This plan will indicate the process to be followed in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss.

This sequence will determine the priorities of the Critical Incident Plan. This plan is rehearsed by staff and pupils and the result of all such rehearsals form part of the regular risk assessment survey.

2.14 Accidents, Incidents and First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents and form part of the arrangements for all school based and out-of-school (including off site) activities. Details of the arrangements for provision of first aid, administering medicines and reporting of accidents and incidents is given in the Medical Conditions and First Aid Policy.

2.15 Electrical Safety

The school engages a competent contractor to carry out a five-year fixed wiring test and annual electrical safety testing on all portable appliances. A risk assessment has been conducted on the use of fixed and portable electrical appliances. Any equipment found to be defective is isolated from the source of supply and secured so that it cannot be used until it has been repaired. Records of inspections and tests are retained in the Premises Folder.

2.16 Manual Handling

Personnel are not to lift, drag, push or carry heavy or awkward loads wherever practicable. Where this is not possible, a risk assessment has been carried out identifying the control measures to undertake the tasks safely.

2.17 Working at Height

Personnel are not to undertake any activities at height unless training has been undertaken and risk assessments carried out.

2.18 Work Related Stress

The school treats occupational stress in the same way as ill-health due to physical hazards in the workplace. A risk assessment has been undertaken to establish the health risks to personnel and the headteacher carries out a daily pastoral walk to check the welfare of colleagues. Where issues are identified, the headteacher will take steps to reduce stress and promote work-life balance.

All staff have access to Counselling and 24 Hour Health and Medical Information Services Helpline on 0117 933 0687 arranged via the School's insurance policy No. 202604.

2.19 Off Site Visits

The school and its staff have a duty of care to avoid acts or omissions likely to cause foreseeable injury. Health and safety risk associated with off-site visits are risk assessed and planned prior to each visit in accordance with the Educational Visits Policy.

2.20 Mini Bus Safety

Only those persons authorised and in possession of the appropriate licence and insurance cover are to drive vehicles on school business. Driver documents are checked annually. The minibus is correctly licenced, has valid road tax, is adequately insured, is regularly inspected by the garage and has a valid MOT certificate. A safety inspection of the minibus is conducted prior to each trip. Details of the inspection and maintenance are recorded in the Minibus Folder.

2.21 Food Hygiene Management

The School recognises and accepts its responsibility for providing a safe and healthy environment for its employees and pupils using its facilities and services. The school is committed to food safety and for managing food safety risks. Details of how the school does this are detailed in the Food Safety Policy and Safer Food Better Business Operations Manual.

2.22 Allergy Safety and Anaphylaxis Management

The School recognises and accepts its responsibility for providing a safe environment for its employees and pupils with known allergies as well as for those who may not yet have had an allergic reaction. The Allergy Safety and Anaphylaxis Management Policy sets out Windrush Valley School's approach to allergy safety and management, including how the whole-school community works to identify and minimise the risk of exposure to known allergens and how the school responds to allergic reactions and anaphylaxis. It also sets out how the school supports pupils with allergies to ensure their safety, wellbeing, inclusion and participation

3 Employees Responsibilities

All staff must be familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practice, which are relevant to the school. They must:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- Co-operate with the school in ensuring it complies with all relevant legislation and good practice.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff must:

- Be familiar with the safety policy and any and all safety regulations.

- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by themselves, colleagues, visitors and pupils.
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- Routinely report any defects in the premises, plant, equipment and facilities which they observe.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

4 Hirers, Contractors and Others

The school is not available for hire by persons outside the employ of the school.

The principal person in charge of activities not under the immediate direction of the Headteacher, including organisers of school-sponsored activities outside of normal school hours and not on usual school premises (including premises not in England), has responsibility for safe practices as indicated elsewhere in this document.

The Headteacher will ensure that contractors and others conduct themselves in such a way as to carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times, particularly in relation to the Safeguarding of children (KCSIE).

All contractors, prior to the commencement of work in the school, provide copies of their own individual or company's Health and Safety policy and insurance in accordance with the Contractor Management Policy.

5 Staff Consultative Arrangements

From time-to-time the school will include items on health and safety in existing staff meeting agenda and minutes.

6 Review

This policy statement is reviewed annually to ensure the continued health, safety and welfare of staff, visitors and pupils.

Lucy Maudsley
Headteacher
October 2026