



Health and Safety Policy

Phase of school this policy relates to

Early Years	Primary	Secondary	Whole School
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Date created:	July 2019
Date reviewed:	Summer 2 2026
Next review date:	Summer 2 2027
Policy lead staff member:	Leanna Barrett
Link governor:	Charlie O'Sullivan

Rationale

This policy will be issued to all staff during the induction process. It is the responsibility of all staff, parents and visitors to adhere to this policy. Liberty Woodland School will ensure that it does all that is reasonably practicable to achieve the highest Health, Safety and Welfare standards in carrying out its activities.

Liberty Woodland School is committed to ensuring the Health, Safety and Welfare of its children and staff, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on Health and Safety.

The Governing Body and the Head of School accept their responsibility as the employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, students and others affected by the school's activities.

Aims and Objectives

The school aims to:

- Bring health and safety policies to the notice of employees
- Monitor health and safety performance within their area of responsibility.
- Establish an environment where students can learn to their utmost in a happy, healthy and safe learning environment
- Ensure risk assessments are in place for all activities/situations occurring locally. (See also separate risk assessment policy)

All employees must:

- Ensure they have read and understood the Health and Safety Policy.
- Take reasonable care of their and their colleagues' health and safety.
- Inform the school of any accidents or incidents.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any defects in equipment, or shortcomings in the existing health and safety arrangements, to a responsible person without delay.
- Cooperate with the employer and others to enable them to comply with health and safety duties and requirements.

Policy Statement

Liberty Woodland School recognises its health and safety duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

It is the school's policy that:

- Adequate arrangements are made for the health and safety of employees, students and members of the public, by providing a working environment, appropriate controls and suitable training for all employees and students.
- All legal requirements are satisfied.
- Appropriate resources are made available to implement the policy effectively.
- All employees and students are made aware of their responsibilities through training and consultation.

So far as is reasonably practicable, Liberty Woodland School will:

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;

- Ensure all employees are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions; and
- Review and revise this policy as necessary at regular intervals
- Carry out an annual audit of health & safety management.

Compliance with Legal Requirements

Liberty Woodland School recognises its health and safety duties under the Health and Safety at Work etc. Act 1974 and associated regulations, including:

- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Control of Substances Hazardous to Health at Work Regulations 2002 (COSHH)
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Health and Safety (First-Aid) Regulations 1981
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Asbestos at Work Regulations 2012 (if applicable)

The school will ensure, so far as is reasonably practicable, that adequate arrangements are in place to satisfy these requirements and to provide a safe and healthy environment for employees, students, visitors and contractors.

Health and Safety Arrangements

Accident, injury and dangerous occurrence reporting:

- It is the school's policy to comply with RIDDOR 2013.
- All accidents resulting in injury must be reported by completing the Accident book.
- Accident records are compiled and stored confidentially by the school in iSams.
- It is the policy of the school to comply with the Health and Safety (First-Aid) Regulations 1981 by providing adequate and appropriate equipment, facilities and personnel.

Governor with Oversight of Health & Safety

The Board of Governors maintains oversight of health & safety through the Designated Governor for Oversight of Health & Safety. The Designated Governor for Oversight of Health & Safety is Charlie O'Sullivan. The Designated Governor for Oversight of Health & Safety meets with the Head, Leanna Barrett, or the Health and Safety Lead, Simon Daniels, in advance of each Board of Governors meeting, and then reports any concerns regarding health & safety to the governing body at each half-termly governors meeting.

Accident Procedure

- A qualified first aider should administer first aid.
- Where there is doubt as to the severity of an incident, the emergency services should be called.
- The school will keep emergency telephone numbers on file.
- Please see the First Aid information for details on first aid responsibilities and the locations of first aid boxes.

Control of Hazardous Substances (COSHH)

- It is the school's policy to comply with the COSHH Regulations 2002.
- A risk assessment will be carried out of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance.
- No asbestos plan is required, as no asbestos has been identified on site.

Chemical use in the Science lab

Storage Conditions: The hazardous chemicals listed in this document are stored in a designated, locked chemical-hazard box within the science laboratory. The chemical hazard box is secured at all times to prevent unauthorised access, with only trained and authorised personnel permitted to unlock and handle the contents.

Labelling and Signage: The chemical hazard box is clearly labelled with appropriate hazard symbols and storage instructions. Each chemical stored within the box is properly labelled in accordance with COSHH regulations, including hazard symbols, risk phrases, and safety advice.

Security Measures: Access to the chemical hazard box is restricted to authorised personnel, including the science teacher and SLT.

Handling Procedures: When retrieving chemicals from the hazard box, personnel must wear appropriate personal protective equipment (PPE), such as gloves, lab coats, and safety goggles. All chemicals should be handled carefully to prevent spills, leaks, or any other form of contamination. If a spill occurs, it must be

contained and cleaned immediately, following the laboratory's spill response protocol.

Storage Compatibility: Chemicals are stored in the hazard box in accordance with compatibility guidelines to prevent dangerous reactions. Incompatible substances are stored separately within the box, using designated compartments or containers to ensure safe segregation.

Inventory Control: A detailed inventory of all chemicals stored in the hazard box is maintained and regularly updated. The inventory includes the chemical name, quantity, and storage date. Regular checks are conducted to ensure that expired or excess chemicals are safely disposed of in accordance with COSHH guidelines.

Emergency Procedures: In the event of an emergency, the key to the chemical hazard box is accessible only to authorised personnel. Staff are aware to check the back of the chemicals, use emergency services in case of emergency, and follow first aid measures.

[COSHH chemical-specific instructions.](#)

Display Screen Equipment

- It is the school's policy to comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

Electrical equipment

- All electrical equipment must be used only for its intended purpose. The school adopts an annual routine of testing portable equipment (PAT Testing) based on equipment type and usage. This includes, but is not limited to, phone chargers, laptop chargers, radios, and all other electronic equipment.

Evacuation Procedure

- In the event of a fire alarm activation or any other emergency, all persons must leave the building via the nearest available exit and assemble at the designated assembly point.
- Teachers are responsible for the safe evacuation of the young people in their group and must conduct a roll call at the assembly point to ensure all students are accounted for.
- In the event of a 'lockdown' or procedure, all persons must follow the action plan stated in the 'Lockdown and Emergency Evacuation Procedure' policy. This policy can be located here: [Lockdown and Emergency Evacuation Procedure Policy.](#)

Fire Safety (Please see our Fire Safety Policy)

- The school will comply with the Regulatory Reform (Fire Safety) Order 2005 by conducting suitable and sufficient fire risk assessments and implementing appropriate fire safety arrangements.

Inclement Weather

- In the event of inclement weather, conditions will be risk-assessed by the Senior Leadership Team, and a decision will be made on whether the school grounds are safe for use that day using the [extreme weather risk assessment](#).

Legionella

- A water risk assessment is to be completed annually (March), ensuring that the identified operational controls are implemented and recorded upon completion.
- This risk assessment will be reviewed annually and whenever significant changes occur to the water system and/or the building footprint.
- The risks of Legionella in hand-washing taps or drinking water are mitigated by a surge-boil of the hot water tank every Tuesday afternoon, which kills any bacteria.

Manual Handling Operations

- It is the school's policy to comply with the Manual Handling Operations Regulations 1992.

Outdoor, Sports and Forest School Activities

- All Wild Passport activities will be organised and led by experienced and qualified teachers.
- Any adventurous activities, such as caving, climbing, canoeing, or sailing, must be organised and led by qualified instructors.
- Other less adventurous outdoor activities, such as walking and field trips, should have a relevant risk assessment carried out prior to the activity, and the Lead Teacher should approve it.
- A competent person must lead all sport and other outdoor activities. A risk assessment will be conducted for the sports activities to be carried out and the premises/facilities to be used.

Risk Assessments

- Risk assessments will be carried out for all risky activities that are undertaken. Any resulting actions will be implemented, and staff will be informed and, where necessary, receive appropriate training.
- Risk assessments will be reviewed by the lead teacher following any changes to the activity or environment.

- Daily written risk assessments will be conducted to ensure the safety and suitability of the premises and equipment. Such risk assessments include, but are not limited to, checking for rubbish, loose branches, perimeter fencing, animal faeces, security fencing, safety lighting, and boardwalk safety. All boardwalks and fencing will be subject to regular maintenance. Boardwalks will be pressure washed on a six-monthly basis before the application of anti-mould treatment.
- Monthly premises risk assessments will take place to ensure the safety and suitability of the premises and equipment. Such risk assessments include, but are not limited to: checking for debris on the ground source heat pump, checking for mould on boardwalks and fencing, and chlorinating water butts.

Trips, Visits and Events

- Trips, visits and events involving students and employees hold potential health and safety hazards. All such activities must have a properly completed risk assessment before Alice O'Reilly can approve them.

Visitors

- Visitors to the school will report to the main gate. They will be asked to sign in and assigned to a member of staff, who will escort them whilst on the premises. Visitors will wear an LWS visitor lanyard throughout their visit. Visitors will be asked to sign out on their departure.
- Visitors must be made aware of the procedure to follow in case the fire alarm sounds. The person responsible for the visitor should ensure their safety if the alarm sounds.
- Visitors are also required to keep any digital devices capable of photographing/recording securely in pockets or bags. If this is not possible, LWS can safely store these in the office for the duration of the visit.

Work equipment

- It is the school's policy to comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998. The school will endeavour to ensure that all equipment used in the buildings is safe and suitable for its intended purpose.
- All staff will be provided with adequate information and training to enable them to use work equipment safely. All work equipment will be clearly marked with health and safety warnings where appropriate.

School Trips Procedures

The organisation of all our educational visits follows current best-practice guidance, as described in the Department of Education's advice on health and safety for schools, issued in April 2012. These governing activities take place on or off school premises, including school trips.

These procedures incorporate advice from Health & Safety: Advice on legal duties and powers for local authorities, school leaders, school staff, and governing bodies, and the current Health and Safety Executive (HSE) guidance, School trips and outdoor learning activities: Tackling the health and safety myths.

The HSE fully supports schools arranging a wide range of out-of-school activities, which can include visits to museums, trips to the countryside or participation in challenging and adventurous activities.

At Liberty Woodland School, going off site for recreation and education is a fundamental part of our curriculum. We believe that learning is much more than teacher-led lessons. It is common practice for a trip to take students out to enrich their learning. Striking the right balance between protecting students from risk and allowing them to learn from school trips can be challenging, but getting this balance right is essential for realising these benefits in practice.

Arrangements for trips ensure that:

- Risk assessment focuses attention on real risks
- Proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
- Those planning the trips are properly supported – so that staff can readily check whether they have taken sufficient precautions or should do more.

Those running school trips must act responsibly by:

- Putting in place sensible precautions, and making sure these work in practice;
- Knowing when and how to apply contingency plans where they are necessary;
- Heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

Practical learning activities

- The terms 'risk assessment' and 'risk management' are used to describe the process of thinking about the health and safety risks of any activity and the steps taken to counter them.
- Sensible management of risk does not mean that a separate written risk assessment is required for every activity; rather, a common-sense, proportionate approach is taken, remembering that in schools risk assessment and risk management are tools to enable students to undertake activities safely, not to prevent activities from taking place.
- Routine activities will already have been risk assessed. By being aware of the risk assessment, the activity leader ensures that the precautions remain appropriate each time these activities take place, updating the assessment as appropriate.
- For new activities, a specific assessment of significant risks must be carried out. Where a risk assessment is carried out, the significant findings are recorded.

- For less frequent activities, a review of an existing assessment may be all that is needed.

Parental permission

- Written consent from parents is not required for students to take part in the majority of off-site activities organised by the school, as most of these activities take place during school hours and are a normal part of a child's education.
- Instead, consent for off-school trips and a medical information request form are completed by all parents at the time of admission, providing necessary details and consent to act in a medical emergency when required.
- When practical, parents should be told in advance of planned trips and activities and allowed to withdraw their child from any particular school trip or activity covered by the form. This will normally be through parent newsletters and information emails. However, many activities occur spontaneously, and a judgement must be made about the likelihood that the activity is of a nature that some parents might not wish their children to participate in. Additional written consent is usually requested only for activities that require a higher level of risk management or take place outside school hours.

Reporting Accidents

- Reporting Incidents and Accidents (RIDDOR) procedures – all relevant incidents, accidents and near misses will be reported as appropriate to HSE and insurers.

Trips Procedure

The procedure outlined below is to be followed by any adult (usually a teacher) who is responsible for the care and management of a group of Liberty Woodland School students. Adults may include volunteer helpers, for example, parents and carers.

- A Trips Risk Assessment is to be conducted.
- All trips will have an adult with appropriate training (see risk assessments). One adult will be designated to take overall responsibility for students and staff during the trip. They must always carry a mobile telephone.
- Pupil-to-staff ratios for school trips are not prescribed by law. Those planning trips, based on risk assessment, should determine the ratios, taking into account the activity to be undertaken and the students' age and maturity.
- All trips should include an adult trained in First Aid and all adults should know where the First Aid Kit is.
- After an accident – as soon as possible, make a formal record and hand it to the senior teacher detailing:
 - o Name of student
 - o Time of injury
 - o Nature and cause of injury
 - o Action taken.

