

WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB



HEALTH & SAFETY POLICY

Date Reviewed: September 2026

Next Review Date: September 2027

HEALTH AND SAFETY POLICY 2026

1. HEALTH AND SAFETY POLICY STATEMENT

1.1 Woodlands Primary School, Hedgehogs Nursery & Sunbeams Club (the school), as a maintained or voluntary controlled community school under the control of Cheshire West and Chester Council, recognises its duty of care for the health, safety and wellbeing of its employees. It will take effective steps to ensure that this is achieved by discharging its duties in line with applicable legislation, guidance and advice and the arrangements as listed within this Policy (so far as is reasonably practicable). In discharging this responsibility, it will take into account its parallel obligations for the health and safety of pupils, visitors and others who might be affected by its acts or omissions.

The provisions in this policy are intended to ensure that health and safety is an integral part of overall risk management within our school. Thus, health and safety will be included in the school's review and planning process as a subject essential to the development and maintenance of the school's management systems.

1.2 The purpose of the Policy is:

- To comply with the Health and Safety at Work, etc. Act 1974.
- To provide the necessary authority, support and understanding for staff to allow meaningful contributions to the health and safety management process.
- To set out clear duties, responsibilities and arrangements to allow the effective management of health and safety.
- To recognise the required partnership with Cheshire West and Chester Council to ensure that all statutory duties in this field are met.
- To emphasise the importance of controlling hazards by incorporating a satisfactory health and safety model.

1.3 The Governing Body and Headteacher is committed to securing the health, safety and wellbeing of employees, pupils and others affected by the school's activities, including visitors and contractors. It is recognised that everyone has a part to play in bringing this into effect and the leadership team will ensure the cooperation of all staff to enable compliance with our statutory duties as a legal duty.

Signed: Chair of Governors

Signed: Headteacher

Date:

2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

2.1 The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated Sue Moss to be the Health and Safety Co-ordinator and Hannah Mather to be the named Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for health and safety are effective within their respective area. Collectively, the Governing Body requires health and safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which health and safety can flourish. This will include regular updates to them in relation to health and safety, to include issues of concern and the findings of any inspection, review or assessment, whether conducted internally or otherwise.

All employees, regardless of seniority or status, have a duty to take care of themselves and others who might be affected by their acts or omissions. Staff will use all plant, equipment and substances in line with safe systems of work as approved by the Governing Body and Headteacher.

Risk Assessment

2.2 The underlying process, which secures this policy, is risk assessment. Assessment of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher, Heads of Departments and other relevant staff to ensure that relevant risk assessments are maintained and periodically reviewed (or following incident or change).

All staff will be consulted for input and comment during the risk assessment process and the communication of significant findings of the risk assessment(s) will form part of the induction process, along with any safe system of work formulated thereafter.

Consultation

2.3 Employees with concerns should raise them with the Headteacher or Health and Safety Co-ordinator. The Governors welcome the support and input of trade unions in health and safety matters and staff are free to contact the appropriate trade union or appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator.

The school will communicate and consult on health and safety matters, including it as an agenda item at team meetings and inset days. Third party contractors, such as cleaners or kitchen staff will be inducted in relation to health and safety on site and informed of any hazards that they may encounter – e.g. asbestos containing material.

Contractors and School Partnerships

2.4 Contractors commissioned directly by the school will be vetted for purposes of security and competence. The school will ensure that any subcontracting that is required, as part of the fulfilment of the contract, goes through the same process.

Where there may be doubt as to the suitability of any contractor, the school will seek advice from its appointed competent person. All contractors will be notified upon arrival, if not before, of any known hazards on site and the expected behaviours and procedures in place to deal with such hazards.

Contractors will be required to act in accordance with this policy and any other local arrangements.

Contractors will be required to have assessed the risks to anyone who might be affected during the performance of the contract. They will make appropriate arrangements with the Headteacher to ensure that the School's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control throughout the duration of the works. Any risk assessment or method statement will be provided by the contractor ahead of the work commencing and be suitable and sufficient in nature.

School linked partners and hirers

2.5 School linked partners and hirers will exchange health and safety policies and procedures with the school and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the school. Partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

Devolved Budgets

2.6 Where responsibility for expenditure rests with the School through devolved budgets, the School shall ensure that health and safety defects, maintenance issues and risk control measures are addressed promptly. Adequate provision must be made within budget planning processes to prevent health and safety issues from accumulating and increasing risk to staff, pupils, visitors or contractors.

Inspection and Monitoring

2.7 The Headteacher / Health and Safety Co-ordinator will ensure that requests to visit the premises for the purpose of health and safety monitoring and inspection will be responded to as soon as reasonably practicable and that sufficient time and resources will be made available to facilitate such a visit at the earliest available opportunity. Feedback provided from this process (usually via annual review) will be referred to the Governing Body for their information, comment and action at the earliest available opportunity.

We commit to working with the Council to achieve our health and safety aims and will treat any visiting member of the Council with respect and action any recommendations from the visit within the stated timescales. Where there may be any delay, we will notify the Council with an anticipated date for completion and advise of any controls implemented in the interim. We understand and will implement the following as part of our risk management process:

Any dispute relating to the findings of a visit will be raised with the reporting officer in the first instance. Where this is not resolved at this stage, the reporting officer will refer the matter to the Corporate Health and Safety Manager for consideration. It is understood that not actioning a recommendation, without implementing an equal control measure of choice, will not be deemed acceptable as a course of action.

In the event that the school opts to receive health and safety advice from a third-party consultant as opposed to that under a service level agreement (SLA) with the Council, or:

The school opts for third party consultant advice to sit alongside that of the Council's under the SLA, the advice of the Council, as the legally nominated Competent Person on behalf of the employer, will take precedence.

Where the school (as a maintained community or voluntary controlled school) opts out of the Council's Health and Safety SLA in preference to appointing a third-party consultant to oversee its health and safety management, the school will notify the Council of:

- a) any unacceptable or imminent high risks identified by the third party
- b) any other high risk that cannot be rectified within the stated (or reasonably practicable) timescales.

The Council may arrange, via appointment, to inspect any school under its overall control for the purpose of seeking assurances, whether the school has elected for third party consultant advice or otherwise.

Accident / Incident Reporting

2.8 The following categories of accident or incident will be fully reported on Cheshire West and Chester Council's central reporting system.

- An injury that requires medical attention or involves time off work or;
- An incident that is deemed serious and above what would be expected in the day to day running of a school or;
- A near miss that could have caused injury

All such accidents and incidents will be appropriately investigated with initial enquiries being instigated immediately. Where appropriate, the submitted accident report will indicate whether it requires review by the Corporate Health and Safety Team with a view to the submission of a RIDDOR report to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. This also applies to near misses. Such reports will only be prepared where the accident is work related. Where there is doubt as to the reporting requirements we shall seek relevant advice from our health and safety representative.

Accidents and incidents outside of the above scope (i.e. minor incidents) may be recorded locally within the schools accident and incident reporting books located in EYFS classrooms, SIB classrooms, Y2 bays, KS2 bays, staffrooms and offices.

Accident reports are reviewed termly and any PRIME logged accidents are also reported to the H & S Governor.

Training and Information

2.9 Training and development needs will be regularly evaluated and appropriate information, instruction and training provided as required.

Records of training and instruction provided, including the provision of the significant findings of any risk assessment, safe system of work and the contents of this policy will be recorded and kept on staff files.

Where the Council deems any training to be mandatory or highly recommended, the school will ensure that it nominates relevant personnel to undertake such training within an acceptable timeframe. Where the school elects not to undertake such training provided by the Council, it will arrange its own training, at our own expense, within a reasonable timescale and provide evidence of successful completion to the Council.

3. POLICY REVIEW

3.1 We understand that sections 1-3 of this Policy will be reviewed annually and any changes or amendments will be notified to us. Where changes are notified, these will be communicated to relevant staff.

4. SITE SPECIFIC ARRANGEMENTS

The school annually reviews all site related RAs. These are shared with the Governing Body, who are also updated termly via the HTs report to Governors of any H & S related items. Both SMOs and the HT have completed Fire Warden training. The HT is also up to date with Asbestos and Legionella training.

The school has many policies/documents detailing H & S site specifics, these include:

- *Premises RAs (Fire, Security, updated annually)*
- *Fire RA and evacuation plans*
- *Classroom RA*
- *Building & Site RA*
- *Vehicle & Pedestrian Movement RA*
- *Lockdown Policy*
- *Allergy Policy*
- *Legionella RA & file*
- *Asbestos RA & file*

- *Administering Medicines Policy*
- *Intimate Care & Safe Touch Policy*
- *Animals in School Policy*
- *Winter Weather Policy (including gritting plan)*
- *COSHH RA*
- *First Aid RA*
- *Working at Height RA & Guidance*
- *New staff/volunteer Induction*
- *Educational Visits & Local Visits Policies and RAs*

Appendix 1 - Induction Checklist



WOODLANDS PRIMARY SCHOOL Including Hedgehogs Nursery and Sunbeams Club

New Employee/ Volunteer & Student Induction Checklist

Name of New Employee:	Name of Inductor:	Date:
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Induction item	DESCRIPTION	Tick or indicate N/A
Security signing in & out	Discuss security measures and signing in/out procedures and register for all pupils, staff and visitors	
Absence	Details about who should be contacted and methods including CWAC Absence Management procedures – refer to staff handbook	
Staff handbook	Copy of Staff Handbook issued, discuss where specific information can be obtained.	
Disclosure Barring Check	Completion of the school DBS and advise of the responsibility for sharing any changes.	
Disclosure including by Association	Confirm that staff member is not disqualified from working in a childcare setting under the Regulations 2009. Confirm that they don't live in a household with someone who is disqualified. If this changes at any time you must notify the HT.	
Safeguarding	Brief overview of safeguarding expectations at the school (including low level concerns, child protection, staff behaviour expectations, behaviour for learning and online safety policies) and direction to the safeguarding policy. Confirmation of Safeguarding Lead and inform of Deputy Safeguarding leads. Explain CPOMs & confirm safeguarding leads.	
Phones, smoking and cameras. Confidentiality.	No smoking on school premises, mobile phones can only be used in the staff room and no photographs are to be taken at any time of children with personal devices. Discuss confidentiality when dealing with information, GDPR etc	
Emergency evacuation & lockdown procedures	Informed new employee of emergency procedures, responsibilities and where designated assembly points are. Evacuation and invacuation.	
FIRST AID and Accident reporting	Informed new employee of first aid provisions, responsibilities, who first aiders are and where they can be found.	
H & S and risk assessments	School Health and Safety policy to be directed and brief overview about risk assessments, hot drinks, equipment etc. machinery and equipment only to be used if in good condition, no heavy lifting and duty to keep themselves safe. Also explain fault reporting. No standing on chairs or overreaching, please use Elephants foot or ask SMO for stepladders.	
Welfare	Location of staff room, toilets, washing facilities etc. Explain dress code and footwear policy.	
Incident reporting	Procedures for reporting accidents and incidents (including violent incidents) have been explained. Brief introduction to CPOMs and reporting incidents.	
Other procedures	Discuss any other procedures pertinent to the new employee's position and advise them that CWAC places a duty on employees to take care of themselves	

	and others who may be affected by their acts or omissions and to co-operate with employers to meet statutory requirements.	
Personal medical requirements	Any details of pre-existing medical conditions that may impose working limitations, which may need to be considered in order to ensure a safe working environment have been disclosed. Any pre-existing medical conditions need to be identified and a member of the SLT to be made aware for medical supervision in case needed.	
Whistleblowing	All staff know about the school's whistle blowing procedures and who to speak to and report a concern to (and where to find policy).	

POLICIES TO BE READ WITHING FIRST WEEK OF STARTING SCHOOL (To be emailed)

Safeguarding	Staff Handbook	Whistle blowing	Behaviour	Health and Safety	Keeping children safe in education part 1	Acceptable Use & Mobile Phone	Safe Touch/ Intimate Care if appropriate
Induction Preparation							
Delegate a named person to carry out the first day requirements with the new starters							
Health and Safety Induction and walk around school (including fire safety)							
Set up gmail, windows access, ARBOR if required & CPOMs							
To give entrypasse and explain use of							
Ensure photographs have been taken for identity badges and staff boards							
Line Manager/Classroom Teacher for Support Staff							
Discuss daily timetable including lunchtime cover							
Make arrangements for email address to be added to school list (and stress importance of checking on at least a daily basis and cybersecurity)							
Make new starter aware of absence procedures and who to contact							
To make arrangements for car insurance details to be shared with office							
Ensure disqualification checks are completed and handed to the HT							
Supervision							
Discuss leadership structure and supervision arrangements							
Training Requirements							
Discuss and identify any training requirements							

I confirm as a new employee/student/volunteer that I have read all the identified policies and I have received a full induction.

Print Name.....

Sign Date

Next of Kin Contact

Car Details

Email Address

Medical Need/Disability

STATUTORY TRAINING

Safeguarding Date

Prevent Date

CSE Date

FGM Date

Appendix 2**Overall Approach to Risk Assessments – Hedgehogs Nursery Specific**

At Woodland's Primary School, Hedgehogs Nursery and Sunbeams Club (the school), we are committed to creating a safe and supportive environment for the children in our care and take Health and Safety very seriously. Children aged 9-36 months are at a particularly sensitive stage of development and require careful supervision and planning to keep them safe. We take all reasonable steps to ensure that children, staff, parents, and visitors are not exposed to avoidable risks. This is achieved through ongoing risk assessment, regular reviews, and proactive management.

Legal Responsibilities

The school has overall accountability for health and safety. While staff can be asked to carry out specific tasks such as risk assessments, responsibility cannot be delegated. It is the school's duty to ensure that risk assessments are completed properly, are suitable and sufficient, and that there is an effective system in place to monitor compliance. If a staff member fails to complete a risk assessment, the school is still held accountable.

Staff are expected to cooperate with school leadership expectations, follow guidance and procedures, and actively contribute to maintaining a safe environment, for themselves and others.

Further guidance on conducting risk assessments can be found on the Health and Safety Executive (HSE) website:

[HSE - Five Steps to Risk Assessment](#)

Understanding Risk in the 9–24 Months Age Group

Children in this age range are beginning to become mobile or they are mobile, They are still developing coordination and an awareness of danger. As a result, the environment must be continuously assessed and adapted to their developmental needs. Hazards such as choking risks, unstable climbing structures, small objects, and unsafe surfaces must be closely monitored.

What is a Risk Assessment?

A risk assessment is a written record that identifies potential hazards in the nursery or during an activity. It includes:

- The hazard and who may be harmed
- Current control measures in place
- The level of risk or potential injury
- Further action needed to reduce risk
- Who is responsible for each action
- The frequency and method of monitoring

- How and by whom the assessment is checked

How We Carry Out Risk Assessments

- **Routine Checks:** Risk assessments are conducted in all areas used by children aged 9–24 months, including play areas, sleep areas, nappy changing stations, and outdoor spaces.
- **Frequency:** Formal written risk assessments are carried out at least annually and reviewed more often when changes in legislation or post-incident reviews require it.
- **Changes in Circumstances:** Whenever a significant change occurs, such as new equipment, new activities, or a change in layout, risk assessments are reviewed or newly conducted as appropriate.
- **Daily Practice:** Staff conduct visual risk checks daily before children arrive and throughout the day as needed.

Staff Training and Roles

All staff receive training on how to identify and manage risks, with particular emphasis on the needs of babies and toddlers. They are expected to:

- Follow all procedures
- Complete any required documentation
- Communicate concerns immediately to senior staff
- Contribute to the regular review of risk assessments

Outings and Visits

Any outing involving children aged 9–24 months must be individually risk assessed. Staffing must include practitioners who are paediatric first aid trained. Outings must be planned with attention to:

- Transport and accessibility
- Weather conditions
- Safe changing facilities
- Food and feeding needs
- Emergency procedures

Please refer to our separate **Visits and Outings Policy** for full details.

Review and Monitoring

Risk assessments are reviewed:

- Annually, at a minimum
- After any incident or near-miss
- When new risks are identified
- As part of ongoing quality assurance

Monitoring is overseen by the Room lead and Deputy room lead, Health and Safety Lead and Headteacher, who ensure that all actions are completed and documented appropriately.

Conclusion

By embedding risk assessment into daily practice, we ensure that all children, especially our youngest and most vulnerable, are cared for in an environment that supports their safety, development, and well-being. Risk assessment is not a one-off task but a continuous process of thinking ahead, planning carefully, and acting responsibly.



Cheshire West
and Chester

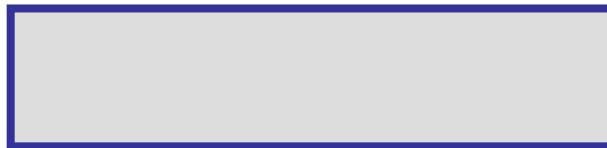
Establishment: Woodlands Primary School

Carried out by:

Any previous assessment for this activity carried out:

Risk Assessment for:

Date:



Hazard	Risk H M L	Persons at Risk	Control Measures	Comments / Action	Residual Risk Rating H L M

signed:

Copies passed to:

