



Weobley Schools' Federation

HEALTH AND SAFETY POLICY

December 2025

1. Health and Safety Policy Statement

Weobley Federated Schools (WFS) believe that excellence in the management of Health and Safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high achievement in academic and quality standards.

People are the most important asset to the Schools, whether they are staff members or pupils, therefore we are totally committed to ensuring their health, safety and welfare at all times. From an economic point of view, the Schools believe that prevention is not only better, but cheaper than cure. From a legal perspective, the Schools are committed to ensuring that they comply with all relevant health and safety legislation. Where it is reasonably practicable to do so, the Schools will strive to go beyond the requirements of legislation.

The Schools are committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved. Our general intentions are:

- ✓ To provide adequate control of the Health and Safety risks arising from our Schools' activities;
- ✓ To consult with our employees on matters affecting their health and safety;
- ✓ To provide safe plant and equipment;
- ✓ To ensure safe handling and use of substances;
- ✓ To provide information, instruction and supervision for employees and pupils;
- ✓ 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 at regular intervals.

2. Organisation

2.1 Overall and final responsibility for Health and Safety is that of:

- Executive Headteacher – (appendix 1 shows how Health & Safety responsibilities flow through the School), in the absence of the Executive Headteacher the responsibility falls to the Deputy Head (High School) and Head of School (Primary School).

2.2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

- School Business Manager (High School) and Office Manager (Primary School) in conjunction with the Site Manager and Caretakers.

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

- School Business Manager/Site Manager (High School) and Office Manager (Primary School) act as the schools' Health & Safety co-ordinators
- Fire and Risk Management Services as our Health & Safety Advisers via Contract.

3. Employee Duties

All Weobley Federated Schools employees are required to:

- ✓ Co-operate with the Executive Headteacher and Governing Body on health and safety matters;
- ✓ Not interfere with anything provided to safeguard their health and safety;
- ✓ Take reasonable care of the health and safety of themselves and others; and
- ✓ Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action.

4. Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the School will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health and Safety Executive guidance and the procedure for doing so is as follows:

- identify the significant hazards involved in our work activity, or off-site visits, including residential trips and adventure activities;
- decide who might be harmed and how;
- evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done;
- record the significant findings of the assessment;
- review the assessment when things change, or there is reason to believe that it is no longer valid.

4.1 Risk assessments will be undertaken by:

- School Business Manager/Site Manager (High School) and Office Manager (Primary School) for Admin and premises issues.
- Subject Leader for each subject area in the High School and Class Teacher in the Primary School where risk assessment is deemed necessary as part of teaching the curriculum, specifically art, D&T, PE, science etc.

4.2 Risk Assessments:

The School Business Manager/Site Manager (High School) and Office Manager (Primary School) are always available to offer advice on risk assessments, risks and the necessary control measures. Risk Assessments will be reviewed on a regular basis and always after incidents or changes in circumstance.

4.3 Consultation with Employees:

The Schools will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees)

Regulations 1996. Consultation with employees over Health and Safety matters will be provided by emails, memo's, meetings (if required) and direct consultation with necessary personnel.

5. Accidents, First Aid and Work Related Ill-Health

5.1 First Aid Needs Assessment and supporting Medical needs:

A First Aid Needs Risk Assessment detailing risk and provision of equipment and suitable trained staff has been undertaken and is within the Health and Safety file in the School Business Manager's office (High School) and the General Office (Primary School). As per the guidance the schools have adequate certificated first aiders and it is necessary that all Front Office personnel are fully qualified. Some other nominated members of staff have also undertaken forms of First Aid training and can be called upon if the need arises. With an incident in school, all first aid is administered via the Front Office. All school trips have a qualified first aider in attendance.

5.2 All accidents/incidents and work related ill-health are recorded in the accident/incident record file, which is kept in the Front Office and updated by the first aiders who administer the necessary first aid and authorised by the Executive Headteacher.

5.3 Responsibility for reporting accidents, diseases and dangerous occurrences under the RIDDOR regulations to the enforcing authorities is that of the School Business Manager (High School and Office Manager (Primary School) in conjunction with Fire and Risk Management Services, by scanning in a copy of the completed Accident Report, and emailing to accidents@fandrms.co.uk and accidents@herefordshire.gov.uk within 72 hours of the occurrence.

5.4 Our trained First Aiders administer medicines for chronic or long-term conditions with written authorisation indicating dosage and timings from parents/guardians. Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet.

5.5 If a student has medical or care needs which require a care plan, this will be provided in line with The Children and Families Act 2014 and overseen by the SENCO where further appropriate documentation including risk assessments or accessibility needs will be produced if required.

5.6 Medication for asthma is stored in a cupboard in the school's Front Office. The school also has an asthma policy/administering medicine.

NB. All accident books and copies of accident forms should be kept at school for at least five years after the date of entry.

6. Safe Handling and use of Hazardous Substances

The Schools will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and the Control of Asbestos at Work Regulations 2002.

6.1 Responsibility for identifying all substances that need a COSHH assessment is that of:

- Site Manager – for site purposes
- Office Manager – for Primary School
- Subject Leaders (High School) – for subject areas, such as art, D&T and science

6.2 COSHH Risk Assessments will be carried out by:

- Fire and Risk Management Services / Science Risk Assessments via CLEAPSS website access

6.3 Approval for the required action to remove or control risks will be given by:

- Executive Headteacher, School Business Manager or relevant Subject Leader.

6.4 The Asbestos Management Plan and the Asbestos Register will be managed by:

- School Business Manager/Site Manager (High School) and the Office Manager (Primary School) and updated annually.

7. Safe Equipment, Plant and Fittings

The School will ensure that all equipment, plant and fittings are suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

- 7.1 Responsibility for identifying all equipment and plant needing maintenance is that of the Executive Headteacher, School Business Manager, Site Manager, Subject Leaders and Caretaker (High School) and Caretaker, Office Manager and Head of School (Primary School).
- 7.2 Responsibility for ensuring that effective maintenance procedures are drawn up is that of the Executive Headteacher but delegated to the School Business Manager (High School) and Head of School (Primary School).
- 7.3 Responsibility for ensuring that all identified maintenance is implemented is that of the Executive Headteacher but delegated to the School Business Manager (High School) and Head of School (Primary School).
- 7.4 Any problems with equipment, plant and fittings should be reported to the relevant Subject Leader and the School Business Manager (High School) and Office Manager (Primary School) and then any safety advice to be obtained from Fire and Risk Management Services.
- 7.5 Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of the relevant Subject leader (High School) and Class Teacher (Primary School) for teaching equipment and the School Business Manager (High School) and Head of School (Primary School) for premises equipment. Safety advice to be obtained from Fire and Risk Management Services.

8. Training and Competency

- 8.1 Induction training for all new employees is the responsibility of the Executive Headteacher, but delegated to the Lead Practitioner for Teaching and Support staff, but also the School Business Manager (High School) and Office Manager (Primary School) for health and safety training.
- 8.2 Job specific training will be provided on site by the relevant Subject Leader (High School) and Class Teachers / Head of School (Primary School) or at specific venues depending upon need/specialism (to be arranged by the School Business Manager and approved by the Executive Headteacher in the High School or the Office Manager and approved by the Head of School in the Primary School).
- 8.3 Training records are updated by the Business Manager (High School) and the Office Manager (Primary School).
- 8.4 Training will be identified, arranged and monitored via staff appraisal and authorised by Line Manager. Training for teaching and non teaching staff is arranged via the School Business Manager (High School) and the Office Manager (Primary School).

9. Site Safety – Monitoring and security

- 9.1 To check our working conditions, and ensure our safe working practices are being followed:
 - Office and Administration areas – conduct regular audits + inspection, cross referencing with relevant risk assessments, where these will be regularly reviewed and action taken where necessary

- Classrooms & Teaching areas – conduct regular audits + inspection, cross referencing with relevant risk assessments, where these will be regularly reviewed and action taken where necessary
- Outdoor areas including sports fields, car parking areas, pathways, vehicle movement etc. – conduct regular inspections, cross referencing with relevant risk assessments. The results are recorded for actions taken for audit purposes
- ◆ Workplace safety for teaching staff, pupils and visitors – an ‘Unreasonable Behaviour Towards Staff In Schools’ policy is in place.
- Management of Contractors – the Site Manager (High School) and Office Manager (Primary School) will ensure that every Contractor working on the Weobley Federated Schools site will have had access to the schools’ Contractors Policy which details fire evacuation procedures, assembly point information, first aid provision etc.

9.2 To check our accidents and prevent reoccurrences, the school has:

- the responsibility for investigating accidents is delegated to the School Business Manager (High School) Head of School (Primary School) and overseen by the Executive Headteacher, with advice from Fire and Risk Management Services.
- the responsibility for investigating work-related causes of sickness absence is that of the Executive Headteacher (High School) and Head of School (Primary School).
- the responsibility for acting on investigation findings to prevent a reoccurrence is that of the Executive Headteacher (High School) and Head of School (Primary School), with advice and consultation from Fire and Risk Management Services.

9.3 Off-site safety

- All relevant trips, visits and adventure activities will be booked through the EVOLVE system after initial approval via the Executive Headteacher (High School) and Head of School (Primary School).
- Local visits will be risk assessed prior to visit and an assessment produced
- EVOLVE Co-ordinator (EVC) is the School Business Manager (High School) and Head of School (Primary School). Details are to be discussed with the Trip Leader.

9.4 School minibuses

Weobley High School (WHS) operates two minibuses and Weobley Primary School operate one and the schools have a Minibus Policy. All Weobley Federated Schools’ drivers have a duty to inform the School Business Manager (High School) and Head of School (Primary School) of any change which affects their ability and entitlement to drive the schools minibuses. All staff are required to possess category D1 or equivalent on their driving licence and pass a minibus assessment (which is currently provided by Motortraining UK and valid for 3 years).

10. Emergency Procedures – Fire and Evacuation

- Responsibility for ensuring the schools holds a current fire risk assessment is undertaken and completed by Fire and Risk Management Services.
- Escape routes are checked daily by Caretakers. Each teaching member of staff is responsible for their own area and ensure they do not block any fire escape routes.
- Fire Extinguishers are maintained and checked annually by an external contractor (currently Herefordshire Fire Protection Services).
- Emergency evacuation with fire alarm will be tested termly, usually taking place early in each term. The fire alarms are tested by sounding a different call point on a weekly basis

(currently 5.00pm on Mondays in the High School and 8am on Mondays in the Primary School).

- Responsibility for checking that the emergency lighting operates effectively is that of the Caretakers, which is performed on a monthly basis. A complete discharge of the systems is performed annually by an external provider.
- Emergency Health & Safety situations – The school is developing an Emergency plan (Continuity / Critical Management plan) it can refer to and follow in extreme situations. This is WIP between the two schools. The School Business Manager (High School) and Office Manager (Primary School) will then maintain and update the plan on a regular basis to coincide with any changes that may affect its smooth operation.

Created: 19th November 2025

By: Paul Lindup

To be reviewed: December 2026

Approved by Governors:

APPENDIX 1

Health and Safety Responsibilities for Weobley Federated Schools

