

WOODLANDS PRIMARY SCHOOL, HEDGEHOGS NURSERY & SUNBEAMS CLUB



HEALTH & SAFETY POLICY

Date Reviewed: September 2025

Next Review Date: September 2026

1. HEALTH AND SAFETY POLICY STATEMENT

- 1.1.1 Woodlands Primary School, Hedgehogs Nursery and Sunbeams Club (the school) recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, 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 operations.
- 1.1.2 The provisions in this policy are intended to ensure that health and safety is an integral part of the general process of risk management which the school operates. Thus, health and safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the school's management systems.

1.2 The purpose of the Policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
 - To set out duties and responsibilities.
 - To recognise the partnership necessary with Cheshire West and Chester Council to ensure that all statutory duties in this field are met.
 - To emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 1.2.1 The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also a legal duty.
- 1.3 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.

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, Bursar, to be the Health and Safety Co-ordinator and Hannah Mather, Chair of Governors, 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 his or her 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.

Risk Assessment

- 2.2 The underlying process, which secures this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher, SLT and line managers to ensure that

relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the Council risk assessment process.

Consultation

- 2.3 All school staff (and student teachers/volunteers) receive a full Health & Safety induction when they join. Employees with concerns should normally raise them with the Headteacher or Health and Safety Co-ordinator. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union and or appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator, who will seek advice from the CWAC Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

Contractors and School Partnerships

- 2.4 Contractors carrying out work for the school will be vetted for their health and safety performance. They will be required to act in accordance with this Policy and the school's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to 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.
- 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. In particular, 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.

Inspection and Monitoring

- 2.6 The Headteacher/Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school annual health and safety review. Feedback from this process will be referred to the Governing Body.

Accident / Incident Reporting

- 2.7 Every injury should be reported in the school accident books, located in the EYFS, Y2 bays, KS2 bays, staffrooms and offices. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within this criteria, the Council's PRIME on-line accident reporting and recording system will be used. The Health and Safety Team will review the accident and report it to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 if applicable. This also applies to near misses.

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 evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained on their HR record. The Health and Safety Team page on ECWIP contains further information for schools on the training sessions available.

3. POLICY REVIEW

- 3.1 This Policy will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the annual health and safety review, at least annually.

Appendix 1 - Induction Checklist

WOODLANDS PRIMARY SCHOOL, **HEDGEHOGS NURSERY & SUNBEAMS CLUB**



Name of new employee:	Name of Inductor:	Date:
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New Employee/Induction Checklist

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	
Staff handbook	Copy of Staff Handbook issued, discuss where specific information can be obtained.	
Safeguarding	Brief overview of safeguarding expectations at the school and direction to the safeguarding policy. Confirmation of Safeguarding Lead and inform of Deputy Safeguarding leads. Explain CPoms.	
Phones, smoking and cameras	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	
Emergency evacuation procedures	Informed new employee of emergency procedures, responsibilities and where designated assembly points are.	
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. Please wear suitable, weather appropriate, smart but comfortable clothing and appropriate footwear – no open toed sandals.	
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	Safeguarding	Staff Handbook	Whistle blowing	Behaviour	Health and Safety	Keeping children safe in education part 1	Acceptable Use & Mobile Phone

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)				
Advise team/colleagues of the start date of the new starter				
Provide with entry pass and explain procedures for use				
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)				
Make new starter aware of absence procedures and who to contact				
To make arrangements for starter to give bank details to office				
To make arrangements for car insurance details to be shared with office				
Supervision				
To make arrangements for supervision on at least a half termly basis (initially on a weekly informal basis)				
Training Requirements				
Discuss and identify any training requirements and make applications				

I confirm that I have read all the identified policies and I have received a full induction

Print Name.....

Sign **Date**

Email address:.....

Next of Kin: Name Contact:

Car Details: Make Model:

Reg

Medical Need:

STATUTORY & ADDITIONAL TRAINING

Safeguarding Date

Prevent Date

FGM Date.....

CSE Date

First Aid 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

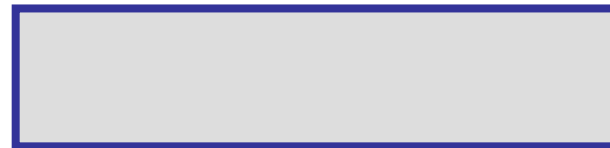
Establishment: Woodlands Primary School

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:

