



The Windmill Primary Federation

Health and Safety Policy

Formally adopted by the Governing Board of: -	Windmill Primary Federation
On: -	July 2026
Chair of Governors: -	Louise Cousins
Next Review	July 2027

Contents

1. Introduction	1
2. Statement of Intent and Policy Objectives	1-2
3. Organisation for Health and Safety	2
3.1 Executive Headteacher	2
3.2 Senior Leaders	2
3.3 Heads of School	3
3.4 Site Managers and Caretakers	3
3.5 Employees and Staff	3
3.6 Class Teachers	4
3.7 Students	5
3.8 Contractors	5
3.9 Communication	5
3.10 Employee Consultation/Safety Representatives	5
3.11 Consultation and Training	6
3.12 Policy Review	6
4. Arrangements for Implementing the Policy	6-7
4.1 Internal Auditing and H&S Meetings	6-7
4.2 Risk Assessments	7
4.3 Risk Assessments for Curriculum Activities	7
4.4 Event Risk Assessments	7
4.5 Consultation with Employees	7
4.6 Health & Safety Training	7-8
4.7 Information and Advice	9
5. Operational Risks	9
5.1 Fire Safety	9
5.2 First Aid	9
5.3 Legionella Control	10
5.4 Asbestos Control	10
5.5 Electrical Safety	11
5.6 Hazardous Substances	11
5.7 Computers and Workstations (DSE)	11
5.8 Plant & Equipment	12
5.9 Working at Height	12
5.10 New and Expectant Mothers	12
5.11 Lone Working	12
5.12 Operation of Minibuses	12-13
5.13 Site Security and Visitors	13
5.14 Contractors	13
5.15 On Site Vehicle Movements	13
5.16 Educational Visits	13
5.17 Infectious Diseases	13

1. Introduction

The Windmill Primary Federation Health and Safety Policy is produced in accordance with the requirements of Section 2 (3) of the Health and Safety at Work Act 1974. This Health and Safety policy consists of four Parts:

Part 1 – Statement of Intent and Policy objectives.

Part 2 – Organisation for Health and Safety.

Part 3 – Arrangements for implementing the policy.

Part 4 – Arrangements for measuring performance, monitoring and review of the Health and Safety policy.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the Arrangements section.

2. Statement of Intent and Policy Objectives

The Windmill Primary Federation, acknowledges and accepts the responsibilities placed on it as 'Employer' by the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and accompanying protective legislation, and the Executive Head Teacher and Chair of Governors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for students, staff, and visitors.

The Executive Head Teacher and Chair of Governors considers the health, safety and welfare of students, staff, and visitors to be of paramount importance, and that a safe and healthy working environment is a pillar to reaching excellence in all organisational activities across the Federation.

Through the implementation of the Health and Safety Policy the Executive Head Teacher and Chair of Governors are fully committed to achieving the following objectives:

1. To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, students, and visitors.
2. To create for employees, as far as is practicable, a working environment where potential work-related stressors are avoided, minimised, or mitigated through good management practices, effective human resources policies and staff development.
3. To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them.
4. To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them.

5. To have an effective system for communicating and consulting on health and safety matters and securing the co-operation of employees and students in implementing the Health and Safety Policy.
6. To have in place arrangements to plan, implement, monitor, and review measures to address risks arising from the Federation's activities.
7. To strive to improve continuously the Federation's health and safety performance.
8. To develop campaigns to promote and encourage safety and health awareness of employees and others affected by their undertakings.
9. To ensure that adequate consideration is given to the protection of the environment. The Executive Head Teacher and Chair of Governors seek and expect the full cooperation and support from all stakeholders in order to ensure that the Health and Safety Policy and Arrangements are implemented effectively.

3. Organisation for Health and Safety

The Executive Head Teacher and Chair of Governors consider health and safety to be an integral part of the management function and have assigned health and safety responsibilities as follows:

3.1 Executive Headteacher

The Executive Head Teacher is responsible for ensuring that the Health and Safety Policy of the Federation is implemented and monitored at all levels in the organisation.

The Executive Head teacher should sign and date a copy of this policy at time of review

Name: Mrs Emma Hunt

Signature:

Date:

3.2 Senior Leaders

The Executive Headteacher and senior leaders are responsible for implementing the Federation Health and Safety Policy along with any other subsidiary policies, audit findings / actions and procedures within their areas of control and must ensure that risks are identified and avoided or controlled within those areas. They must ensure that adequate resources are provided and that those specifying, purchasing, or hiring equipment or materials consider health and safety. Adequate information related to health and safety must be obtained and passed on to relevant staff, contractors, members of the public, statutory authorities, and clients.

3.3 Heads of School

All Heads of School responsible for:

1. The practical implementation of this Health and Safety Policy and other subsidiary policies and procedures to meet the requirements of the Health and Safety at Work act 1974 and other relevant legislation within their area of responsibility.
2. Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities.
3. Ensuring adherence to a safe system of work by competent employees and contractors.
4. Ensuring that their area of responsibility is subject to risk assessment, regular inspections, and adequate supervision where required.
5. Ensuring that all accidents, incidents, and dangerous occurrences, within their area of responsibility, are reported and investigation is supported where required in accordance with the first aid reporting process and that recommendations for improvement are expediently implemented.
6. Making adequate consideration to health and safety when specifying, purchasing, or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable.

3.4 Site Managers/Caretakers

Site Managers/caretakers will undertake periodic health and safety audits to ensure the site they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business. This person will formulate and deliver local onsite communication of health and safety matters with appointed contractors.

Site Managers/caretakers will ensure that testing, servicing and maintenance associated with plant, machinery & services pivotal to ensuring the continued operation of the school site is conducted in line with relevant regulations and that issues impacting operational effectiveness or posing a detrimental impact to H&S are highlight to the head teacher and that mitigation is implemented in a timely manner following all guidance provided by Subject Matter Experts (SMEs)

3.5 Employees and Staff

All employees and staff are required to, as part of the Health and Safety at Work Act 1974:

“Take reasonable care for the health and safety of him/herself and others who may be affected by his/her acts or omissions. To co-operate with his/her employer in matters relating to health and safety to enable the employer to comply with requirements” Section 7, H&S @ Work act 1974.

“Not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).” Section 8, H&S @ Work act 1974.

To ensure compliance employees are required to:

1. Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures /instructions.
2. Refrain from doing anything, or omitting to do anything, that causes danger to themselves or others.
3. Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health.
4. Take responsibility for good housekeeping in the area within which they work.
5. Report all accidents, incidents, and dangerous occurrences in accordance with the First aid policy.
6. Follow the advice given in Health and Safety Training to control workplace risks.
7. Take responsibility for their own Health and Safety and not delegate any responsibility to students under the age of 18 at any time.
8. Sign as having read and understood this H&S policy.

3.6 Class Teachers

In addition to the requirements of Paragraph 3.7. Class teachers are expected to:

1. Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out when required to do so.
2. Follow the health and safety measures to be adopted in their own teaching areas as laid down in the relevant Compliance Codes.
3. Give clear oral and written instructions and warnings to pupils when necessary.
4. Follow safe working procedures.
5. Use protective clothing and guards where necessary and to carry out periodic checks to ensure the items are serviceable.
6. Make recommendations to their Head Teacher or manager regarding equipment and improvements to plant, tools, equipment, or machinery.
7. Integrate all relevant aspects of safety into the teaching process.
8. Report all accidents, defects, and dangerous occurrences to their manager.

3.7 Students

Pupils, allowing for their age and aptitude, are expected to:

1. Take personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3.8 Contractors

All Contractors working on Federation premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities.

Contractors are legally responsible for ensuring their own safety on Federation premises or elsewhere on Federation behalf, the safety of their workforce and for ensuring that their work does not endanger the health & safety of others.

Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work and are to supply copies of Risk Assessment Method Statements, RAMS prior to their engagement if deemed necessary.

3.9 Communication

The name of the persons appointed with responsibility for Health and Safety on Federation or associated premises will be clearly communicated. The designated person with site responsibility will ensure that any relevant information and the control of risks at that premises, is communicated to all staff and visitors.

A HSE Health and Safety Poster will be displayed in a prominent location at each site.

3.10 Employee Consultation / Safety Representatives

The Executive Headteacher and Governors believe that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions recognised by the Federation will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Before making any decisions, which could have health and safety consequences for staff, the Executive Headteacher and Governors will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

3.11 Consultation and Training

The Executive Headteacher along with Senior Leaders of each school under its overall jurisdiction are committed to involving employees at all levels in the maintenance of Health and Safety standards by supplying appropriate training and development to enable employees to discharge competently the responsibilities assigned to them. External Health and Safety Consultants may be used to provide professional health and safety advice if required.

3.12 Policy Review

The Health and Safety Policy is to be monitored and reviewed on a regular basis. For this to be successful a series of benchmarks need to be established. Such benchmarks, or examples of good practice, are defined by comparison with the health and safety performance of other parts of the organisation or the national performance of the occupational group of the organisation. The Health and Safety Executive (HSE) publish an annual report, statistics, and a bulletin, all of which may be used for this purpose. Typical benchmarks include accident rates per employee and accident or disease causation.

There are several reasons to review the Health and Safety policy such as, but not limited to:

1. Significant organisational changes have taken place.
2. There have been changes in key personnel.
3. There have been changes in legislation and/or guidance.
4. New work methods have been introduced.
5. There have been alterations to working arrangements and/or processes.
6. There have been changes following consultation with employees.
7. The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer effective.
8. Information from manufactures has been received.
9. Advice from an insurance company has been received.
10. The findings of an external Health and Safety Audit has been received.
11. Enforcement action has been taken by the HSE or Local Authority (LA).
12. A sufficient period has elapsed since the previous review.

4. Arrangements for Implementing the Policy

The following procedures and arrangements have been adopted to ensure compliance with the Federation's Statement of Intent.

4.1 Internal Auditing and H&S Meetings

Internal audits will be conducted throughout the academic year.

Audit reports will be provided using a standard template and discussed post audit with the relevant head teacher and/or senior leader. Actions identified will be transferred to the relevant school Action & Issues (A&I) log for monitoring & tracking of resolution.

4.2 Risk Assessments

A Risk Assessment is the process of identifying foreseeable hazards, reviewing the effectiveness of current control measures and identifying any suitable additional control measures required to ensure that the risk posed is As Low As Reasonably Practicable, ALARP.

A Risk Assessment Register must be maintained for each school site and risk assessments must be made readily available to all staff irrespective of their role. The register should be used to ensure Risk Assessments are reviewed commensurate to the risk level identified.

4.3 Risk Assessment of Curriculum Activities

Original/ Working copies of Risk Assessments should be stored within the relevant school online Estates Management System (EMS) with the Risk Assessment Register updated accordingly. Risk Assessments should be made readily available for all staff.

4.4 Event Risk Assessments

Any event utilising the facilities of a Federation site will be subject to a Risk Assessment that must consider maximum capacity figures, fire requirements, emergency procedures etc.

Potential events could include but is not limited to those listed below

- Performances
- Markets/Fairs
- etc.

A copy of the Risk Assessment should be provided ahead of the event.

4.5 Consultation with Employees

Staff should be made aware of who their union representative is and how to contact them if required.

Staff not represented by a union should be made aware of who they can approach for consultation.

4.6 Health and Safety Training

4.6.1 Induction

The induction of new staff, either in a teaching or support role, is an important process. Health and safety induction will be provided for all new employees and for work experience placement students following The Windmill Primary Federation Induction Policy guidance.

4.6.2 Training Records

H&S training records should be maintained and be readily accessible.

4.6.3 Training Requirements

Whilst school environments are low risk there are areas where the hazards are increased and as such there is a higher risk attributed. For example:

1. Accessing of loft spaces or boiler rooms for Site Employees

Therefore, senior leaders and site managers/caretakers are responsible for ensuring that staff exposed to increased risk, by virtue of their role, complete suitable H&S training with records held.

In addition to role H&S training needs, there are mandatory training requirements that all employees must complete on an annual basis. Therefore, all employees are required to complete the following training.

- Fire Awareness Training
- Fire Warden Training (where nominated)
- Display Screen Equipment Training (Where identified as a DSE User as per the DSE regulations criteria)

Additional training may be required following a trend in incidents such as an increase in slips and trips etc. or following disciplinary action.

Whilst not mandatory it is highly recommended that, due to the level of responsibility held, Headteachers, Managers and Senior Leaders complete additional training to obtain an understanding of the requirements. For example, but not limited to.

- H&S Awareness for Managers

Due to the higher level of risk associated with the role, all site team employees are to complete the following training in addition to the mandatory fire training requirement.

- Legionella Awareness
- Asbestos Awareness
- Working at height
- Slips, Trips and Falls
- Manual Handling Training
- Lone working Awareness
- COSHH Awareness

Cleaning teams are to receive an annual refresher on H&S requirements in the form of a brief, to be signed as having been received and understood, which is to include information on

- Fire awareness
- COSHH
- Slips, Trips and Falls
- Electrical Safety
- Asbestos

Catering teams are to complete role specific training as required under food standards,

4.7 Information and Advice

For further guidance the Norfolk County Council Health, Safety and Wellbeing team is based at County Hall in Norwich. They provide expert guidance on risk management, policies, and employee assistance. You can reach the team directly at **01603 223989** or by emailing **healthandsafety@norfolk.gov.uk**

5. Operational Risks

5.1 Fire Safety

All Windmill Primary Federation sites are to have a Fire Risk Assessment, FRA, in place that must be conducted by a suitable qualified and experienced external contractor.

The findings of the FRA are to be reviewed in a timely manner and, where recommendations are made, planned for in priority order with urgent findings addressed immediately. Where a recommendation for an improvement includes a high level of disruption or financial expenditure the risk is to be mitigated against, if acceptable, to ensure it remains As Low As Reasonably Practicable, ALARP. However, all mitigation should be temporary and never the main solution.

The recommendation for improvement must be included in the site infrastructure plan for implementation at the next opportune moment.

All staff must complete mandatory fire safety awareness / Fire warden training (where nominated) annually irrespective of role.

All Windmill Primary Federation sites are to have a contract in place with a suitably experienced contractor for the servicing and test of fire equipment such as

- Fire system service
- Call point testing
- Emergency light tests
- Fire extinguisher servicing

Service and maintenance records are to be reviewed to ensure remedial work is addressed or mitigated against where practical.

On site staff are to ensure the following

- Weekly testing of the fire alarm system is carried out and recorded.
- Monthly inspections of fire extinguishers are carried out and recorded.
- Termly evacuation drills are carried out and recorded.

5.2 First Aid

As a minimum all sites are to have in place a nominated person responsible for ensuring sufficient numbers of suitably trained staff are available to cover all school needs. This should include out of hours clubs, school trips and events. Information relating to first aid requirements is available in the Windmill Primary Federation First Aid Policy.

5.3 Legionella Control

All Windmill Primary Federation schools are to have in place a contract with a water management company to ensure that all requirements for the control of legionella are in place.

This should include the following aspects where applicable.

- Temperature recording of storage vessels and outlets.
- Cold Water Storage Tank, CWST, inspections
- Bacteria testing of Potable water (where required).
- Purging of expansion vessels
- TMV failsafe testing

In addition to the above all schools are to have in place a Legionella Risk Assessment, LRA, conducted by a suitably experienced contractor that is to be reviewed every 2 years or sooner if required.

The findings of the LRA are to be reviewed in a timely manner and planned for in priority order with urgent findings addressed immediately. Where a recommendation for an improvement includes a high level of disruption or financial expenditure the risk is to be mitigated against, if acceptable, to ensure it remains As Low As Reasonably Practicable, ALARP. However, all mitigation should be temporary and never the main solution.

The recommendation for improvement must be included in the site infrastructure plan for implementation at the next opportune moment.

Service and maintenance records are to be reviewed to ensure remedial work is addressed or mitigated against where practical.

5.4 Asbestos Control

All Windmill Primary Federation schools are to have an Asbestos survey completed and reviewed annually by a suitably qualified contractor. The survey is to be made readily available at reception to allow all staff and contractors who require the information ease of access.

In addition to the survey, all schools are to have in place an Asbestos Management Plan, AMP, to ensure that visual inspections are recorded, and that any additional concerns identified post survey are captured.

Staff required to conduct visual inspections or conduct any on-site maintenance where potential disturbance of asbestos could occur are required to complete asbestos awareness training annually.

5.5 Electrical Safety

All Windmill Primary Federation schools are to hold a satisfactory Electrical Installation Conditioning Report (EICR). For larger sites the areas should be phased for ease of management.

Where minor electrical work is conducted the school is to ensure that the Minor Electrical Work Certificate is held.

Staff are to refrain from using extension leads where possible and should ensure that all electrical items are switched off when not in use or at the end of the day.

5.6 Hazardous Substances

SUBSTANCES CONTAINING BLEACH ARE NOT PERMITTED FOR USE WHEN CLEANING AT ANY SITE

Hazardous substances will be in use in both curriculum settings and for general maintenance and cleaning requirements.

Risk assessments for hazardous substances utilised as part of the curriculum should be made accessible to both staff and students. Information such as HAZCARDS provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) are acceptable.

Where CLEAPSS does not provide information then the substance is to be included in the relevant schools list of onsite products and a local risk assessment is to be completed using the information provided on the Material Safety Data Sheet, MSDS.

For hazardous substances used for general maintenance and cleaning, risk assessments must be completed for all substances that may be a hazard to health.

All products displaying one of/ or a combination of the nine Hazardous Substance symbols are to be included in the relevant schools list of on-site products and a suitable assessment of the risk associated carried out.

A copy of the product list should be made available for staff potentially exposed to the hazards.

All staff required to utilise cleaning products as part of their role should complete the skin self-assessment questionnaire annually. Issues identified should be addressed accordingly by line managers with additional control measures implemented as required.

5.7 Computers and Workstations

Computers are utilised in all roles across the Federation whether this be in the form of a desk top workstation, laptop or tablet. Additionally, the time exposed to equipment can vary dependent on the role of the individual.

Therefore, where staff are identified as a DSE user as per the DSE regulations criteria they are to complete DSE awareness training and complete a suitable DSE assessment.

Issues identified are to be discussed with line managers and suitable mitigation put in place.

5.8 Plant and Equipment

Plant and Equipment covers a multitude of items from Heating Boilers and Air Conditioning Units through to Extraction systems and Technology Machinery. It is therefore important that all equipment is serviced, inspected, and maintained in accordance with the appropriate regulations.

Due to the complexity of the requirements a compliance management tool is provided in the form of a compliance spreadsheet and associated action logs. It is imperative that a monthly review of the compliance sheet is conducted by the responsible person, with all action logs updated accordingly using the most recent record.

Action logs enable all issues identified during servicing and inspection to be captured and remedial work to be scheduled. Where an issue can potentially impact H&S or the operational effectiveness of the school the Head is to be made aware immediately and suitable mitigation implemented to control any identified increased risk.

5.9 Working at Height

Working at height means working in any place where, if no precautions were in place a person could fall a distance liable to cause personal injury. In a school setting it is unlikely that most staff will be required to conduct working at height.

However, where a requirement to work at height is identified then suitable equipment must be used and the hazard must be included in the relevant Risk Assessment.

Note, it is not acceptable to utilise furniture such as chairs or desks to conduct working at height.

Staff who may be required to conduct working at height as part of their role such as Caretakers and IT staff etc are to complete annual working at height training and are to ensure that suitable equipment is always used.

5.10 New and Expectant Mothers

It is imperative that, when informed, line managers conduct a Risk Assessment for all expectant mothers. Current control measures should be reviewed and any additional control measures that may be required to minimise exposure to risk that has the potential to harm the mother and unborn child considered. The Risk Assessment should be reviewed regularly throughout the pregnancy and for a period of time afterwards until it is agreed it is no longer relevant.

A copy of the Risk Assessment should be held confidentially.

5.11 Lone Working

It is highly likely that some staff will be required to conduct lone working as part of their role. This may include cleaning staff, caretaking staff and teaching staff.

As such all sites should complete a Lone working risk assessment that includes identification of suitable control measures, and an action plan should be created should issues occur.

Note, lone working is not restricted to single individuals and can include numerous individuals working in remote areas of a single site at any one time.

5.12 Operation of Minibuses

All WNAT minibuses are leased vehicles. Therefore, all damage is to be reported to the Site manager or Trust Estates Manager at the earliest opportunity whenever utilised by the Federation schools for events.

All drivers of WNAT minibuses must hold a D1 category licence and are solely responsible for the vehicle and occupants H&S when in operation.

5.13 Site Security and Visitors

All sites should be made secure throughout the school day.

Main entrance and exit points should be controlled and a holding area/ foyer should be utilised. Where there is no provision to do this then all visitors should be monitored until their escort arrives with access to the site strictly controlled.

All visitors must report to the Reception Office area where they will be asked to sign the visitor's book or utilise the electronic system. Visitors must wear a visitors' badge & lanyard when on site. Persons not wearing a visible lanyard are to be challenged.

All visitors should be escorted whilst on site with the escort being always responsible until the visitor leaves site.

5.14 Contractors

Contractors are employed to conduct various work requirements at all school sites.

Where a contractor is employed for educational purposes, it is the responsibility of the individual arranging the requirement to ensure that the contractor meets DBS requirements, and that reception staff are made aware of the visit.

Contractors employed to conduct regular maintenance such as legionella temperature recording, or fire alarm testing are to be confirmed as holding DBS certification. To assist this requirement, all reception staff have access to a list of approved contractors that is to be reviewed and updated at least annually.

If in any doubt regarding contractors, the Site Manager or caretaker should be contacted. Where it is not possible to confirm DBS certification then the individual is to be escorted or entry is to be refused.

Contractors should be informed of the location of the fire assembly point upon arrival and advised on any works that may impact their H&S whilst on site. Contractors are to abide by all site H&S requirements and where access to hazardous areas is required, such as roof spaces, a copy of the contractors Risk Assessment Method Statement, RAMS is to be requested prior to allowing access.

5.15 Onsite Vehicle Movements

Where access to the site is possible by vehicles a maximum speed limit of 4 mph should be imposed and displayed in prominent locations.

Additional safety signage such as children at play, pedestrians etc should also be considered and students should be monitored to ensure roadways and vehicle access points remain clear when transiting around the school site.

5.16 Educational Visits

Educational visits, including residential visits and any school-led adventure activities, will be organised following the EVOLVE system provided by Norfolk County Council.

5.17 Infectious Disease

For guidance regarding Standard Infection Control refer to the WNAT infectious diseases compliance code.