

Health and Safety Policy

Document owner: Head of Compliance
Last scheduled review: Aut 2026
Next scheduled review: Aut 2027

Introduction
The purpose of this Health and Safety Policy and supporting documentation is to help us, Woodside Group, to meet our legal, financial and moral duties with respect to the management of health and safety at work.

The policy is signed by the most senior person in the organisation and is a legal document.

The Woodside Group will aim to carry out its undertakings in accordance with the requirements of relevant health and safety legislation and in accordance with this Health and Safety Policy.

The Woodside Group Senior Leadership team will support and enforce this policy and will monitor its implementation, use and effectiveness.

All employees are required to work in accordance with this policy, as well as in accordance with workplace procedures, safe systems of work and risk assessment findings.

Benefits of good health and safety management include, but are not limited to:
• Employee safety
• Safety of non-employees (contractors, members of the public, etc.)
• Compliance with legal duties
• Avoidance of legal actions (civil and criminal)
• Avoidance of fines and other costs associated with defending a legal action
• Protection of commercial reputation

We, Woodside Group, will only reap the benefits of good safety management and get value from this Health and Safety Policy, and supporting documentation, if the entire Company is committed to meeting the standards required.

Health and Safety Policy Statement of Intent
Woodside Group will establish and implement a Health & Safety Policy to identify, eliminate, reduce and control the risks associated with our premises and undertakings. We will provide suitable and sufficient resources to meet the requirements of current Health & Safety legislation.

We will audit base Health & Safety performance regularly and will revise our Health & Safety Policy as required. We will seek to improve the Health, Safety and Welfare of our employees.

We will carry out suitable and sufficient assessments of the risk arising from our premises, substances and undertakings. We will implement such actions as are

required to reduce the risk to an acceptable level, with regard to relevant legislation. Risk assessments will be reviewed regularly and revised as required. We will conduct specific risk assessments that may be required by specific legislation.

We will consult with our staff, as appropriate, on issues relating to Health & Safety and engage our learners to enhance their awareness of Health and Safety matters. Staff have regular opportunities to consult on/discuss H&S matters, eg; through daily huddles/briefings, weekly staff meetings, and base H&S group chats.

We will provide suitable and sufficient training for our employees to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

We will ensure that all work equipment is maintained in a safe and efficient condition, with regular checks and inspections.

We will provide suitable induction training for all new staff. We will ensure the premises are maintained in a safe and efficient condition, with respect to health, safety and welfare.

We will provide personal protective equipment, as may be required, free of charge to employees and/or learners.

We will co-operate with others in these premises to ensure that they are aware of any risks to their staff and other people posed by our activities, that we comply with the relevant requirements of fire legislation.

Everyone, whilst at work, has a duty to take reasonable care of their own health and safety; to take reasonable care of the health and safety of others who may be affected by their acts or omissions; to co-operate so that the employer can comply with statutory provisions; not to misuse or interfere with anything provided in the interests of health and safety.



…….
Jonathan Lakin
Proprietor
Woodside Group
08.10.26

Woodside Group Leadership Team responsibilities

In relation to health and safety, the Woodside Group Leadership team comprises of:

- Proprietor
- Chief Operating Officer
- Head of Compliance
- Health and Safety Lead
- School Executive Headteachers
- School Headteachers
- School Heads of Base (where appointed)

The appointed Group Health and Safety competent persons are:

- LRB H&S Consultancy (External consultancy which audits all school sites annually, and provides year-round specialist advice as and when required)
- Head of Compliance
- Health and Safety Lead

The persons responsible for school Health and Safety on a day-to-day basis is the school Headteacher, and Head of Base (where appointed).

At Woodside Group, it is the responsibility of the above leaders to ensure that:
• Employees are made aware of the contents of this Health & Safety Policy, including amendments as and when they are made, and that employees have access to a copy of this Policy.
• The effectiveness of, and the adherence to, the Health & Safety Policy is monitored regularly.
• The Health and Safety Policy is reviewed regularly and revised as necessary.
• Leaders and staff are fully aware of their health and safety responsibilities, including those described within the Health & Safety Policy.
• Leaders and staff have sufficient training and experience to discharge their health and safety responsibilities.
• Leaders and staff are kept up to date with respect to relevant health and safety legislation.
• Suitable and sufficient training is identified and provided for all employees.
• Suitable and sufficient assessments of the risks arising from the premises and the undertakings of the Woodside Group are completed by competent persons and are reviewed regularly and revised as necessary.
• The actions and recommendations arising from the risk assessments are implemented fully and that suitable arrangements are made to monitor this implementation.
• The risks arising from employers' undertakings are brought to the attention of relevant employees, as well as the control measures to be used and the significant findings of relevant risk assessments.

• Suitable and sufficient arrangements are made for health surveillance and workplace monitoring (COSHH, etc.)
• Suitable arrangements are made for communication and consultation with employees on matters relating to Health & Safety.
• Suitable arrangements are made for First Aid, including appointment of First Aiders, provision of First Aid kits, etc.
• Details of all notifiable/reportable accidents, diseases and dangerous occurrences (RIDDOR) are reported to the relevant Enforcing Authority.
• Details of all accidents and near misses and employee safety concerns are recorded and are investigated as appropriate.
• Health & Safety monitoring records are completed at the required frequencies by relevant employees, including leaders.
• Suitable arrangements are made for contact with external organisations such as the emergency services.
• Premises, facilities and work equipment are maintained in a safe and efficient condition.
• Adequate arrangements are made for employee welfare
• Suitable and sufficient resources (money, people, time, materials and equipment) are provided to meet health and safety requirements.
• Adequate insurance cover (Employers' Liability Insurance, etc.) is provided.
• Competent persons are appointed to provide health and safety assistance and advice.
• The Health & Safety Rules are understood and adhered to by all.

Employees' Responsibilities

Introduction
Employees have a duty to ensure their own health and safety whilst at work and the health and safety of those that might be affected by their acts or omissions.
Some simple aspects of the employees' responsibilities are laid out in the Company's Health and Safety policy, all job descriptions and the Employee Rules.

At Woodside Group, it is the responsibility of all employees:
• To take reasonable care of their own health and safety and that of others affected by their acts and omissions.
• Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of health and safety.
• To co-operate with the Woodside Group (or its representatives) so that it can fulfil its legal duties.
• To set a good personal example in relation to health and safety.
• To act in accordance with any specialist training received (such as First Aid, Fire Safety, etc.)

• To report to the relevant line manager/leader, using the designated school H&S Chat Group, any dangerous work situation and any shortcomings in safety arrangements so that appropriate remedial action can be undertaken.
• To fulfil the Health and Safety responsibilities assigned to them in their job description to the best of their ability
• Where appointed to a specific H&S role such as Fire Marshal, Mental Health Champion, First Aider, H&S Safety Lead or otherwise, attend all necessary training and conduct the responsibilities as instructed by their job description, line manager, or another relevant leader as required.

Health & Safety Rules

Introduction
The importance of adherence to health and safety rules in protecting the health, safety and welfare of employees, as well as protecting the health and safety of non-employees is recognised. The following health and safety rules are to be considered as documentation of the common sense rules that govern health and safety at work. Employees are reminded of their duties, under Section 7 of the Health and Safety at Work Etc. Act 1974, to ensure their own health and safety (as well as that of others who may be affected by their acts and omissions) and to co-operate with the employer in matters relating to health and safety.

Leaders
• Leaders/management staff will be accountable for the implementation and effectiveness of these health & safety rules.

Employees will:
• Co-operate with the Company (and its leaders/managers) in fulfilling its legal obligations in matters relating to health and safety.
• Not intentionally, or recklessly, interfere with anything provided in the interests of health, safety or welfare.
• Report to management, using the school H&S Chat Group, any dangerous work situation and any shortcomings in safety arrangements so that we can take the necessary remedial action.
• Not use any equipment, vehicles, substances, etc. that they have not been trained and authorised to use.

Fire Safety:
• Familiarise themselves with the fire safety arrangements for the site.
• Ensure that they are aware of assembly points, location of fire exit routes, firefighting equipment and fire alarm call points.
• Not prop open fire doors or tamper with firefighting equipment.
• Maintain clear, unobstructed access to all exit routes.

• Report any defects in firefighting equipment, blocked exits or obstructed escape routes, etc.
• Not smoke within the premises, use only the designated smoking areas.

General Workplace
• Maintain all access and egress routes throughout the workplace in good condition and ensure that they are free from obstruction and slipping and tripping hazards at all times.
• Never leave cables trailing across floors unless absolutely necessary and then only if the appropriate warning sign is used.
• Keep work areas and workplaces clean and tidy.
• Ensure that rubbish, debris and other waste materials are removed from the workplace at appropriate, regular intervals.
• Clean up or report spillages, but must not expose themselves to harm (known or unknown).
• Ensure that lighting, ventilation and heating are all satisfactory and report any defects.
• Adhere to last man standing policies in place across the bases

Accidents and Near Misses
• Report all injuries, accidents and cases of ill health, including minor injuries, caused by or affecting their work to their Line Manager using the accident/near miss portal form
• Ensure the details of accidents and injuries are recorded in the First aid report book
• Report all dangerous occurrences and ‘near miss’ incidents using the accident/near miss portal form
• Report any medical condition or medication that they are taking which could affect their ability to carry out work safely.
• Employees must not work if they have taken any substance that could affect their ability to work.
• Report immediately any situation that they become aware of that has the potential to cause an accident or injury.
• Co-operate with any incident or accident investigation.

Tools and Machinery
Employees:
• Must not use work equipment unless they have been trained and authorised to use it.
• Must not leave potentially dangerous equipment unattended while it is in operation.
• Must not carry out repairs and maintenance on work equipment unless they have been trained to do so.

• Must not use work equipment unless a risk assessment has been carried out and, where appropriate, a safe operating (or working) procedure (SOP or SWP) has been implemented.
• Must not use work equipment where there are missing or defective guards and/or safety devices.
• Must complete machinery guarding and safety device inspections at the appropriate frequency.
• Must report any faults or defects in work equipment , guards or safety devices immediately.
• Must not interfere with, defeat or otherwise damage or overcome any guard or safety device.

Control of Substances Hazardous to Health (COSHH)
Employees:
• Must only use substances and materials that they have been trained and authorised to use.
• Must make appropriate use of all suitable control measures (such as PPE, etc.)
• Must not use substances without access to suitable health and safety information.
• Must ensure that all substances and materials are stored in appropriate locations.
• Must ensure that labels (and warning signs) on all substances and materials are clear.
• Must not store hazardous substances in unlabelled (or mislabelled) containers.
• Must clean up or report spillages, but do not expose themselves to harm (known or unknown).

Protective Clothing And Equipment (PPE)
Employees:
• Must use the PPE provided in accordance with information, instruction and training.
• Must maintain all PPE provided in good condition.
• Must report any defects found in PPE.

Company Vehicles
Employees:
• Must not drive (or operate) a vehicle if they are not authorised to do so.
• Must not drive a vehicle for which they do not hold the appropriate licence or permit.
•Must comply with the Woodside Group ‘Safe transportation of students policy’
• Must always check the vehicle prior to use according to the Woodside Group ‘Safe transportation of students policy’.
• Must not tamper with the vehicle.
• Must report any damage caused to the vehicle and to property.
• Must not use mobile phones whilst driving

Arrangements

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.
Emergency evacuations are practised at least once a term.
The fire alarm is a loud continuous hailer.
Fire alarm testing takes place once a week.
New staff will be trained in fire safety and all staff and learners will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and learners will congregate at the designated assembly point. A nominated fire marshal will take a register of learners, staff and visitors which will then be checked against the attendance register/sign-in sheets of that day
- Staff and learners will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place (as specified by individual PEEPs) for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those who may require assistance in an evacuation.

Risk Assessment

We will ensure suitable and sufficient risk assessments are carried out for all our activities, premises and equipment. Risk assessments will be conducted by a range of Woodside Group roles (to include leaders and non-leaders), dependent on the nature of the risk assessment (eg; teachers are required to complete subject-specific risk assessments, Heads of base are required to complete Base risk assessments, the Head of Compliance will complete Group-wide risk assessments such as the Group Manual Handling risk assessment). Our detailed risk assessment policy and procedures are available on the G-Drive.

Risk assessments are an important step in protecting staff, learners, visitors, contractors, the environment and any Woodside Group school, as a whole.
It helps staff focus on the risks within their department and activities that they

undertake. In many instances, straightforward measures can readily control risks; for example, ensuring staff have sufficient information when they are offsite, operating machinery or using chemicals, spillages are cleaned up promptly, so people do not slip, or good housekeeping is maintained to ensure people do not trip.

The Management of Health & Safety at Work Regulations 1999 requires an assessment to be made of the risks arising out of the activities that Woodside Group and its schools undertake.

There is a requirement for all staff to understand how health and safety is managed for their school base, including how health and safety is managed in relation to specific activities, such as trips and subject-specific activities.

All staff have a responsibility for ensuring risk assessments are completed for their area of work, and the relevant Head Teacher/Head of Base should check and monitor assessments. Certain risk assessments will also be shared with the Group Health & Safety Administrator, or the Head of Compliance for approval, such as Base Risk Assessments and off-site trip risk assessments.

Once the completed assessments have been shared with appropriate staff and learners, they will be stored in a designated folder on the relevant base drive. Staff are asked not to overwrite assessments, unless they have been authorised to do so. Risk assessment footers should be updated to reflect the last review date and next review date; this will allow staff quick access to the latest assessment. Sharing of assessments and best practice will ensure that the assessments are improved and that staff have good, reliable information.

Training
Our staff are provided with health and safety (to include fire safety) training as part of their induction process.

Staff who work in higher-risk environments, such as in classrooms allocated for STEAM activities, or Forest School areas, are given additional health and safety training as required.

Staff who are designated additional H&S responsibilities (eg; fire marshals, medicine administrators, first aiders, etc) receive the appropriate training before undertaking the role.

Refresher training is provided in line with recommended timescales.

Policies
Woodside Group holds its Health and Safety related policies in the Employee Policies section of the G-Drive. Separate policies are in place to cover:

- Risk Assessments
- Lone Working
- PAT Testing
- Gas & Electrical safety
- Control of contractors
- COSHH
- Drugs and Alcohol
- Fire Safety
- Accidents
- Asbestos,
- H&S Communication and Consultation
- DSE
- First Aid
- Mental Health and Wellbeing.

Further policies, risk assessments or procedures may be held for specific functions such as Animal Assisted Therapy, which are also made available to staff via the G-Drive. It is the responsibility of all staff to visit this folder and familiarise themselves with these documents and procedures. The visitor policy is to be displayed in the reception area of all bases.

Legislation

The main Health & Safety Legislation affecting Woodside Group is:

• Legislation Guidance Health and Safety at Work, etc. Act 1974 Management of Health and Safety at Work Regulations 1999
• HSC13 INDG163 - 5
• Steps to RA Control of Asbestos Regulations 2012
• HSE Guidance
• Asbestos work
• Control of Substances Hazardous to Health Regulations 2002, as amended by INDG136
• Display Screen Equipment Regulations 1992 INDG36
• Employers' Liability (Compulsory Insurance) Act 1969
• Employers' Liability (Compulsory Insurance) Regulations 1998
• Regulatory Reform (Fire Safety) Order 2005 Offices & Shops
• Electricity at Work Regulations 1989 INDG236 INDG231
• Health and Safety (Safety Signs and Signals) Regulations 1996
• Health and Safety (First Aid) Regulations 1981 INDG347
• Health and Safety Information for Employees Regulations 1989
• Health and Safety (Consultation with Employees) Regulations 1996
• Manual Handling Operations Regulations 1992 INDG383
• MH Assessment INDG143
• Occupiers Liability Act 1956

• Occupiers Liability Act 1984
• Provision and Use of Work Equipment Regulations 1998
• Personal Protective Equipment at Work Regulations 1992 INDG174
• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
• Pressure Systems Safety Regulations 2000 INDG261
• Working Time Regulations 1998/9
• Workplace (Health, Safety and Welfare) Regulations 1992
• Work at Height Regulations 2005 INDG401 INDG402 70

Abbreviations

ACoP Approved Code of Practice
COSHH Control of Substances Hazardous to Health
DSE Display Screen Equipment
DSEAR Dangerous Substances and Explosive Atmospheres
PPE Personal Protective Equipment
PUWER Provision and Use of Work Equipment
RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences
SOP Safe Operating Procedure
SWP Safe Working Procedures
H&S Health and Safety

Monitoring and Review

This policy is reviewed annually by the Head of Compliance