

# Sheringham Woodfields School



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Registered Charity: Friends of Sheringham Woodfields School - 1127142

## HEALTH AND SAFETY POLICY

Approved by SMT: 14<sup>th</sup> January 2026

Approved by Governors: 29<sup>th</sup> January 2026

Next Review date: Spring 2027

Person(s) responsible for review: All staff

### Health and Safety Policy

#### Part 1: Governing Body - Our Commitments

Effective health, safety and well-being management is an integral feature of our school's overall education performance. Our main objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work, in a balanced and sensible way, that supports our wider learning objectives.

We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance, considering human and cultural factors
- Ensuring that health and safety management is an integral part of decision making and organisational processes
- Adopting a sensible and proportionate approach to managing risks, with well-informed decision-making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks
- Encouraging and supporting the personal well-being of staff and pupils through our practices and approach to school life
- Providing a safe and healthy working environment for our staff, pupils and others that also supports personal well-being.
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives
- Complying with statutory requirements and where possible best practice
- Investigating and learning the lessons from accidents and work-related ill health incidents
- Providing effective information, instruction and training to enable our staff to be competent in their roles

- Ensuring adequate resources are available to fulfil our health, safety and well-being responsibilities and objectives

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. For these commitments to be effective, employees throughout the school must play their part in creating and sustaining a positive health and safety culture and must take responsibility for their own well-being with the encouragement and support of their managers.

**Name of Chair of Governors:** Steve Thurlow

**Name of Headteacher:** Annette Maconochie

## **Part 2: Organisation and responsibilities, and arrangements at Sheringham Woodfields School**

### **Introduction:**

This policy seeks to demonstrate how Sheringham Woodfields School implements its stated legal obligations (the health and safety policy / and arrangements), from the higher organisational level to the local delegated decision making and the arrangements implemented at a school.

The following responsibilities have been assigned at our school:

### **The Governing Body:**

Responsible for ensuring that suitable local organisational arrangements are in place for the management and control of health and safety within the school. We will ensure that:

- A written commitments statement is created and communicated which promotes a positive attitude towards health and safety in staff and pupils, and those we work with
- Local responsibilities for health, safety and welfare are allocated to specific people, and those people are informed of these responsibilities
- A lead governor for health and safety is nominated
- People have sufficient experience, knowledge, resource and training to perform the tasks required of them
- Clear procedures are utilised which assess the risk from hazards, identify controls and produce safe systems of work that are communicated clearly to everyone who needs to follow them
- Sufficient resources are allocated to maintain a safe and healthy work environment, and operate safe systems of work
- Health and safety performance is monitored and reported, and targets for improvement are set
- The school's health and safety arrangements are reviewed annually
- School staff are consulted on health and safety matters through arrangements agreed with the represented unions or other employee representatives
- School premises are maintained to ensure that associated safety risks are sufficiently controlled
- Our local management of health, safety and well-being considers the needs of anyone with a protected characteristic under the Equalities Act (2010)

## **Lead Governor for Health and Safety**

The Lead Governor for health and safety has the following responsibilities:

- To be fully and visibly committed to the Our Commitments statement document - for health and safety
- To scrutinise and review local health, safety and well-being performance
- To provide support and challenge to the Headteacher and the Governing Body in fulfilling their respective local health and safety responsibilities
- To ensure that suitable risk assessments of the premises and working practices are carried out, documented and reviewed

### **The Headteacher:**

Responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with.

### **They will:**

Be fully committed to the Governing Body - Our Commitments, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.

Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health, safety and well-being risks to staff and any other people who may be affected by the school's activities.

Monitor and review health and safety performance through:

- Undertaking health and safety inspections of work areas/practices in line with relevant policy / Safe systems of work
- Setting local health and safety targets and objectives through appraisals and other supervisory reviews
- Reviewing and learning from incidents
- Monitoring local contracted work under their control for compliance
- Ensure that the management of health, safety and well-being in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act  
Develop adequate local safe systems of work and procedures and ensure that they are implemented and monitored
- Ensure prompt action is taken to resolve any situations that may adversely affect the health, safety and well-being of staff or other people

- Ensure that they undertake all relevant training and staff are given adequate information, instruction, training, resource, and supervision to carry out their duties, paying particular attention to new/inexperienced staff and trainees
- Ensure that all plant and work equipment provided is appropriately selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests, examinations and maintenance.
- Ensure that accidents and incidents (including near misses and instances of abusive and violent behaviour) are reported and investigated, and the findings acted upon without delay
- Ensure information that may assist nominated safety representatives is provided to them
- When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and the relevant procurement and contract management processes. See Appendix 6 for minimum requirements of contractors when on site.
- Ensure that they seek timely assistance and advice where expert help is required from the NCC Health, Safety and Well-being team
- Report to the Governing Body, as required, on the school's health, safety and well-being performance

#### **Health and Safety Coordinators (Business Manager and Site Manager):**

The Health and Safety Coordinators (or equivalent) have the following responsibilities:

- To coordinate and manage the local risk assessment process for the school
- To coordinate local performance monitoring processes
- To make provision for the inspection and maintenance of local work equipment
- To manage / assist in the keeping of records of all health and safety activities including management of the building fabric and building services in liaison with the school's appointed general property maintenance contractor and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health, safety and well-being of staff, pupils and visitors.
- To ensure that staff are adequately instructed in health, safety and well-being matters about their specific workplace and the school generally.

**Teaching and support staff holding positions of special responsibility:**

This includes Deputy/Assistant Headteachers, Middle Leaders, Assistant Site Manager, Groundsman, Housekeeper and Short Breaks Team

They have the following responsibilities:

- Apply the school's Health and Safety policy- Our Commitments statement, and the relevant health, safety and well-being Codes of Practice / guidance to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- Carry out regular health, safety and well-being risk assessments / review of the activities for which they are responsible
- Ensure that relevant staff are familiar with the health, safety and well-being requirements for their area of work
- Resolve health, safety and well-being issues that staff refer to them, or refer to the Headteacher / SLT for any matters for which they cannot achieve a satisfactory solution with the resources available
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections
- Ensure the provision of sufficient information, instruction, training, resource and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health, safety and well-being
- Investigate any incidents that occur within their area of responsibility

**Teachers / Class Leads / HLTAs who are leading:**

Teachers are expected to:

- Exercise safe and effective supervision of their pupils, to know the related procedures, e.g., fire, first aid, control measures within lessons, and other emergencies and to implement them
- Follow the health, safety and well-being measures in their own teaching areas as described in the relevant procedures
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures communicated / and or trained on
- Require the use of appropriate protective clothing and machinery guards etc., where necessary

- Make recommendations to their Headteacher or manager regarding equipment needs and improvements to the site, plant, tools, equipment or machinery
- Integrate all relevant aspects of health, safety and well-being into the teaching process
- Report all accidents, defects, dangerous occurrences and near misses to their manager via OSHENS forms. See page 9.

### **Employee Consultation and Safety Representatives / Unions**

The Governing Body believe that consulting employees on health, safety and well-being matters is important in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions recognised by Norfolk County Council will be consulted on all matters of health, safety and well-being that may affect staff and on the provision of related information and training. Non-union staff will also be consulted directly or via Health and Safety Coordinators.

Before making any decisions, which could have health, safety and well-being consequences for staff, the governing body will inform safety representatives (Local Authority and Unions) about the proposed course of action and give them an opportunity to express their views and support the development.

### **All Staff:**

All staff have individual responsibility to take reasonable care for the health, safety and well-being of themselves and for others who may be affected by their acts or omissions. They must:

- Always comply with the school's health and safety - Our Commitments statement, and related procedures
- Co-operate with managers in complying with relevant health, safety and well-being systems of work and procedures
- Use all work equipment and substances in accordance with appropriate instruction, training and information received
- Wear, use, store, maintain and replace personal protective equipment as appropriate
- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Take part in and contribute to health, safety and well-being inspections, risk assessments etc. as appropriate

- Report all accidents (personal injury and vehicle), ill health, incidents of abusive and violent behaviour, near misses, hazardous situations, general health and safety concerns, defective equipment or premises as per the reporting procedure below.
- Attend all training relevant to their role

### **Pupils:**

Pupils, allowing for their age and ability, are expected to be coached and supervised where appropriate, in the following:

- Taking personal responsibility for the health and safety of themselves and others
- Observe all the health and safety requirements of the school and in particular the instructions of staff looking after them
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- The school will also seek to engage with carers and parents as appropriate to support safe and healthy behaviours.

### **Specific arrangements for health and safety:**

The following arrangements have been adopted to ensure compliance with the Governing Body's - Our Commitments.

### **Lead Governor for Health and Safety:**

The lead governor with responsibility for scrutiny of health and safety performance is Steve Thurlow.

### **Incident Management:**

**Incident management will be the overall responsibility of: Matthew Smith**

First aid risk assessment and management of provision is the responsibility of: Matthew Smith. Educational Visitor Co-ordinators will ensure all visits and trips have the correct level of First Aid coverage. Those currently responsible are Rebecca Roach and Neen Roos.

Incident reporting should be completed as per School procedures. For pupil accidents, an online form should be submitted using this form: <http://w.pfrms.co/ha3q8>

Staff incidents or incidents resulting in Health and Safety concerns / learning needed, should be submitted online via the Norfolk County Council Reporting System (OSHENS) via this link: <https://norfolkworkingsafely.oshens.com/> .There is no need to login, simply click on the red cross to proceed to the form.


## ■ OSHENS Log In

Username:

Password:

⚡ QUICK ACCESS TOOLS (USER ACCOUNT NOT REQUIRED)

Login

 Report an Incident  
Click to log an incident

[Forgot username or password?](#)

[Privacy Notice](#)

If a pupil accident has required further support from a medical professional (GP, Cromer MIU or main Hospital) an OSHENS form is required to ensure NCC are aware.

Matthew Smith is happy to help anyone having issues filling in an OSHENS form.

### **Risk Assessments:**

Risk Assessment of work-related activities, site safety, infection control and security will be coordinated by Matthew Smith. He will be responsible for ensuring the actions required are implemented of any risk assessments created.

The Site Team will undertake all site related risk assessments linked to maintenance programmes, site improvements and 'in the moment' reactive assessments required due to a site related issue (flooding, suspected gas link, damaged equipment etc)

Visit Leads will risk assess the visits/trips that they are organising. Rebecca Roach and/or Neen Roos will review these.

Short Break visits / trips will be assessed by a member of the Short Breaks Team.

The Governing Body acknowledges that in some instances, in the moment assessments are needed to ensure safety of pupils and/or staff.

All risk assessments are to be scored using the appendices scoring matrix.

### **Fire Safety:**

A fire plan, fire risk assessment, and associated evacuation plans will be carried out and developed for the premises (including fire drills) by Matthew Smith, Mark Byers and Nick Russell.

Pupil emergency evacuation plans (PEEPs) form part of Moving and Handling Assessments as and where required.

On hearing the alarms please leave by the nearest external exit in a calm manner (not into the central courtyard) (See Appendix 5).

Primary muster/assembly points are:

#### **Main Building**

- Front of school (on the island, where a member of the office team will support)
- Outside Shells and Seals in their dedicated playground (as far away from the building as possible)
- Primary playground (as far away from the building as possible)
- Secondary playground (as far away from the building as possible)
- Dolphins playground (as far away from the building as possible)
- Therapy Centre Garden/Slope at the end of the building (accessed via the Rebound and SE Rooms)

#### **Annexe**

- Tennis Courts
- Back through the Patch up to the main School

#### **Woodfields Den and The Hub**

- Main concourse next to the public seating

Class leads will ensure all are present and assembled in an orderly manner until the all clear is given.

Sweepers will call emergency services if necessary. The Admin Team will take registers for roll call. Two members of staff will sweep the School in opposite directions to ensure all areas of the School are clear. The first room checked for one of the sweepers will be the Hydro-therapy room.

If there is a genuine fire within the School, pupils and staff will be asked to move to their designated secondary muster/assembly points as detailed in fire safety briefings and on the maps located within the walkie talkie cabinets. See Appendix 1 for muster points for all locations/buildings under the remit of Sheringham Woodfields School.

After a roll call and the building being declared safe by the two 'sweepers', assembled groups will be informed via walkie talkies.

No one should re-enter the building until such time that:

- a) The alarm has been silenced  
AND
- b) The all clear has been given by a member of staff who has swept the building (via Walkie Talkie)

Walkie Talkies are at each muster point and are numbered.

Online Fire training can be completed via the schools online training Suite - <https://app.ihasco.co.uk/MjYzMTM5fHNoZXJpbmdoYW13b29kZmllbGRz>

*Within the Annexe*

Please follow the evacuation procedures for Sheringham High School - as displayed in the Annexe. If you have any concerns please raise these with the Business Manager and/or Site Team.

*Woodfields Den and the Hub*

Please follow the evacuation procedures as displayed in both the shop and the hub. If you have any concerns please raise these with the Business Manager and/or Site Team. The shop 'key holder'/manager on duty takes full responsibility for themselves and all staff/volunteers/customers.

### **Smoking/Vaping**

Smoking and Vaping is not permitted within the school, the school grounds and/or within school vehicles. Smoking/Vaping must be restricted to either a private vehicle or off the school premises. If you are unsure of the boundary of the School, please contact a member of SLT.

### **Hydro-therapy pool**

Members of the Site Team are the only staff authorised to use the pool room boilers/dosing systems. These members of staff hold relevant training and knowledge. Their decision is final with regards to using the pool. The three named persons are Mark Byers (Site Manager), Nick Russell (Assistant Site Manager) and James Duncan (Groundsman).

Chemicals are stored away from the main pool.

All visitors using the pool are given an induction by either the Site Team or School Business Manager.

When using the pool, if contaminated, users are asked to leave the pool promptly and let the office know. Do not replace the cover.

In the event of a fire, pool users should make reasonable attempts to evacuate the pool. However, for the team sweeping the building, the Hydro-pool is the first room that is checked to ascertain what level of additional assistance is needed.

### **Lettings**

Lettings are managed by the Business Manager in accordance to NCC Guidance. See the schools Lettings policy for more details. All lettings fill out the required booking form/paperwork which is updated periodically to ensure we have the correct information for all customers. This information is kept within the main school office.

Anyone who starts a Hydro pool letting will receive a safety briefing and sign to confirm they have understood all key safety points. Hydro pool lettings will also receive a pool operating document.

### **Manual Handling:**

Moving and handling risk assessments will be carried out by Nicola Stewart and/or Iwona Litwiniec for all pupils that require them. Moving and handling at Sheringham Woodfields School encompasses aspects such as hoisting, transfers, physiotherapy, toileting and personal care.

Rebound Therapy risk assessments also encompass aspects of moving and handling. These are completed by Neen Roos.

### **Rebound Therapy:**

Only trained staff will carry out rebound therapy within School. Consent forms and individual risk assessments must be completed by the rebound therapy team before any child can receive rebound therapy. Rebound equipment will only be used by persons trained to do so. Said equipment is serviced on an annual basis.

**Computers and Workstations:**

Computer and workstation risk assessments (Display Screen Equipment- DSE) will be carried out by Matthew Smith as required.

Subsidised Eye Care Vouchers are available for staff who are predominately computer/office based. Matthew Smith will oversee these.

**Home/Remote Working:**

Assessment of the risks of staff working from home will be carried out by Matthew Smith as required (and not for members of SLT unless requested). At present, only a small number of staff carry out regular home working as part of their recognised working pattern.

**Hazardous Substances:**

Matthew Smith will identify hazardous substances, and ensure that the appropriate assessments are available and implemented. Marie Quantrill, House Keeper, will maintain the necessary COSHH data sheets and risk assessments for site / cleaning aspects of the school. Folders are kept within the main school office.

The presence of COSHH is identified at the earliest possible stage in terms of anyone placing an order via an order form needing to confirm whether COSHH makes up part of said order.

**Behaviour Management:**

Assessment of the risks of abusive / violent behaviour (voluntary / involuntary) (known as Support and Intervention Plans) to staff / others will be carried out by the named class lead with input from the class team around said pupil. This assessment cross-refers to the school's behaviour policy and should consider behaviour related risks.

The Behaviour Team review, monitor and actively support all active Support and Intervention Plans. The Behaviour team comprises of Michael Smith, Cate Sadler-Barker, Grace Burton, Vicky Horne and Nikki Thornton.

The School has a separate Behaviour Management Policy and dedicate bespoke Behaviour reporting system. All behaviour related incidents/observations need to be submitted via the dedicate form.

**Lone Working:**

Assessment of the risks of lone working staff will be carried out by Matthew Smith.

**Risk Assessment of Curriculum Activities:**

Risk Assessments for curriculum activities will be carried out by relevant members of SLT in conjunction with class leads.

**School Site Management:**

Assessment of the risks to Site Team, contractors (including Construction related activities - CDM) and others working at the site will be assessed by Mark Byers. This should include consideration of all activities including working at height, potential 'hot

works' and maintenance activities. See Appendix 6 for minimum requirements of contractors when on site.

#### **Driving for Work:**

Assessment of the risks of driving for business will be carried out by Matthew Smith.

The School has a separate and dedicated 'Driving for School' policy which all drivers must follow. No one is able to drive a School Vehicle (or use their own vehicle when transport pupils/staff) without having completed the necessary NCC recognised training course and licence/vehicle related checks as required.

#### **On-Site Vehicle Movements:**

The risks of persons and vehicles coming into contact will be controlled by the following measures:

- Speed limit across the campus
- Clearly marked paths for persons to use
- Speed humps installed at the entrance/exit of the campus
- Please read in conjunction with the driving for school's policy and the school travel management document

#### **Cash Handling:**

Assessment of the risks of handling cash will be carried out by Matthew Smith.

#### **Health and Well-being:**

Assessment of the risks relating mental health, new and expectant mothers, infection control, individual health factors and well-being will be carried out by Matthew Smith in the first instance or by utilising support available through the Health, Safety and Well-being team and UKHSA as required.

#### **Consultation with Employees:**

Union appointed safety representatives will be consulted as required. At present the School does not have any appointed to the role of safety representative. In practice, the School will therefore consult with the named Union Representative for the School/local area on any necessary matters.

Consultation with employees not represented by a union is provided through Matthew Smith in the first instance unless employees feel this is not appropriate, in which case they can ask the Head Teacher to assign a different named person.

#### **Safe Plant and Equipment**

Plant and equipment\* will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Governing Body.

\*Plant and equipment likely to need formal inspection and maintenance in our School includes:

- Hot and cold-water services (legionella) (including ZIP Boilers, Water Coolers)

- Condition monitoring of identified asbestos containing materials - there is a only an Asbestos register in place for 'The Hub' (opposite Woodfields Den).
- Boilers and heating plant including Air Source Heating within the Therapy Centre
- Fire safety equipment
- Electrical installations
- Portable electrical equipment (PAT testing)
- Catering equipment (appliances)
- Gas installations and appliances (boilers and Hydro Pool heating)
- Lifting equipment (fixed and mobile)
- Local exhaust ventilation (LEV) equipment
- Outdoor play equipment along with Therapy Centre equipment
- Door closers / seals / glazing and finger guards
- PE / sport equipment
- Technology workshop equipment
- Ventilation and air extraction systems
- Hydro pool plant
- School fleet of vehicles

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the Site Team.

Any problems or defects relating to plant and equipment should be reported to the Site Team via the dedicated Site Issues form: <http://w.pfrms.co/2rzrp>

Any urgent/life threatening issues need to reported immediately, face to face, with a member of the Site Team or member of SLT.

Any issue related to a door must include the door number when completing your submission (you will be prompted for the number - numbers are on display at the top of each door - within a blue circular sticker).

### **Legionella:**

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. Control measures are as follows.

- Any low use showers and outlets (sinks) are to be turned on and left running for five minutes weekly.
- All showers are to be cleaned 6-monthly, or after more than 13 week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- The water temperature is to be below 20 degrees C or above 55 degrees C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.

- Records are to be maintained of any maintenance, water treatments or disinfection.

### **Power-cuts / disruption to electricity supply**

Appendix 4 provides information on some of the critical systems within the School and how they will respond to a power cut. Should a power cut occur, members of SLT and Site Team will need to do a risk assessment in the moment the best course of action to ensure everyone remains safe.

### **Gritting**

The school takes its responsibilities in connection with health and safety very seriously. When icy weather is forecast, or deemed to be present upon unlocking of the School, a member of the Site Team will grit the highlighted areas as seen in Appendix 3. These areas take into account high footfall and emergency exit rates.

Playgrounds are not gritted for various reasons and the School continues to monitor this approach.

Grit is applied by hand. Grit will be reapplied during the day if reapplication is needed or if an issue within the highlighted areas is reported to the Site Team.

### **Information, Instruction and Training**

#### **Information and Advice:**

A Health and Safety Law Poster is displayed or the equivalent leaflet is available at each of our school premises. Health and safety advice is available from the Head Teacher/Health and Safety Coordinator at any time, or by contacting NCC HSW team at [healthandsafety@norfolk.gov.uk](mailto:healthandsafety@norfolk.gov.uk). In the first instance it is hoped staff will speak to the Head Teacher/Health and Safety Coordinator.

#### **Induction:**

Health and safety induction will be provided for all new employees and for work experience placement students by Matthew Smith.

All staff receive an induction pack which includes all necessary and relevant information (including this policy).

#### **Health and Safety Training:**

The Health, Safety and Well-being information on InfoSpace provides a framework for compliance. Anyone involved in the management of health, safety and well-being is required to be competent in their role. The law recognises that knowledge, skills and experience are very important in meeting competence requirements. In most cases, however, training will also be required to complete a person's competence, particularly in relation to following local Norfolk County Council procedures and practices.

## **Curriculum/subject specific health and safety training:**

### **Secondary Science (not currently required)**

- CLEAPSS Health and Safety Management for Heads of Science
- CLEAPSS Radiation Protection Supervisor
- CLEAPSS Health and Safety for Science Technicians

### **Secondary Design & Technology (not currently required)**

- CLEAPSS Health and Safety Management for Heads of D&T
- CLEAPSS The Safe and Effective D&T Technician
- Level 2 Award in Food Safety

### **Occupational Risks (some are only applicable when supporting some pupils)**

- First Aid at Work and Emergency First Aid at Work: See current trained persons list around School. Master copy available from the school office.
- Paediatric First Aid (for schools with children up to age 5): See current trained persons list around School. Master copy available from the school office.
- Moving and Handling Training (both for/of pupils and of equipment/loads)
- NCC Musculoskeletal Injuries Rehabilitation Service Referral training (provided by IPRS) for the IPRS Referring Manager (Matthew Smith)
- Norfolk Steps Step on or Step Up training

*The following courses are delivered as required and those trained/in date, can be found on the current trained persons list around School. Master copy available from the school office.*

- Epilepsy Awareness and administration of medication (including rectal diazepam as required)
- Administration of medications
- Diabetes Awareness and Management
- Gastrostomy Training and Management
- Anaphylaxis Awareness and Training of emergency medication, available to all staff via Kitt Medical
- Car and Bus driver assessments
- Bus clamp training
- CPR

### **Site Management:**

- Safe Management of Premises - General
- Safe Management of Premises - Asbestos (not deemed required at present)
- Safe Management of Premises - Fire
- Risk Assessment - essential risk management
- Schools with swimming pools: Pool Plant Operators Certificate (Institute of Swimming): Mark Byers, Nick Russell and James Duncan
- Basic Tree Survey and Inspection (LANTRA): Mark Byers and Nick Russell
- Legionella Training and management of water systems: Mark Byers and Nick Russell
- Ladder and Scaffold Training: Mark Byers and Nick Russell

- Chainsaw usage - James Duncan

#### **Health and Well-being:**

- Mental Health Lead for Pupils: Cate Sadler-Barker
- Well-being Facilitators (or equivalent): Michael Smith, Samantha Webster, Jacob Millin, Natasha Patterson, Leia Henderson, Kitty Baker and Sarah Denton- Staff

#### **Minibuses:**

- Norfolk County Council Minibus driver assessment: See current trained persons list around School. Master copy available from the school office.

#### **Health and Safety e-Learning Courses:**

Sheringham Woodfields School uses iHasco for the delivery of e-Learning modules including:

- Health and Safety and Fire Prevention Awareness
- Stress Management
- Display Screen Equipment
- COSHH
- Personal Safety
- Ladder safety
- Understanding Mental Health
- CPR
- Using Adrenaline Pens

#### **Training Records and Training Needs Identification:**

Health and safety training records are held by: Kate Banks

Training needs will be identified, arranged and monitored by: The Leadership Team

#### **Reporting and Investigation:**

**All accidents, near misses and cases of work-related ill health** involving employees (or non-employees where the injury is potentially caused by a deficiency in activity, equipment or premises) must be recorded.

As already stated, this must be made via the NCC OSHENS online incident reporting system.

Matthew Smith will investigate all incidents and act on findings to prevent a recurrence.

#### **First Aid:**

First aid boxes are kept in each class, in each highly populated room/area and on each school vehicle.

If you require First Aid support, please refer to the trained persons list. If you are struggling to locate a suitably trained person, please call the office team (100, 101 or 102) or call for a member of SLT via 555.

Red Emergency bags for individual pupils are kept in lockers in their classroom base. Spares are available via the school office.

Medication must never be kept within First Aid boxes.

**Supporting Pupils with Medical Conditions:**

Prescribed medication will be administered to pupils following our medication policy.

Nicola Stewart is responsible for management of administration of medicines to pupils.

Red Emergency bags for individual pupils are kept in lockers in their classroom base. Spares are available via the school office.

It is important to remember to take appropriately qualified staff when leaving the building with a group of pupils. Only those staff who have received training directly can carry out any procedures.

**Selection and Management of Contractors:**

Contractors and construction projects are selected, approved and managed by Matthew Smith and the Site Team (equally).

**Management of Asbestos:**

The asbestos register and asbestos management plan are held by the Site Team and at The Hub. Please note there is only the need for an Asbestos Plan for The Hub. All other parts of the School estate were constructed well after asbestos was banned within the construction industry.

**Bomb hoaxes**

The County guidance on bomb alerts and hoaxes will be followed. The school has its own policy on bomb alerts and lock downs (both partial and full).

**Gas leaks**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building (by raising the fire alarm) and telephone the National Gas Emergency Service (National Grid) on 0800 111 999 (number checked on 6th January 2025, still correct).

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened. Do not turn on any electrical equipment (inc lights). Report to office immediately.

**Educational Visits:**

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the Outdoor Education Advisers Panel and adopted by Norfolk County Council. Information on visits deemed adventurous will be shared with Governors.

Rebecca Roach and Neen Roos fulfil the Schools duties in connection with Educational Visits. The Head Teacher is also able to review, approve and challenge visits as required. The Head Teacher will hold overall responsibility for approving residential and adventurous activities. Details for residential and adventurous activities are put on EVOLVE for Norfolk County Council approval.

**Occupational Health:**

Access to occupational health services is via Optima Health and/or Norfolk County Councils approved occupational health providers (depending on what level of support / advice / guidance is required. Matthew Smith leads on all Occupational Health related referrals.

**Emergency Procedures - Fire and Evacuation:**

Escape routes are checked weekly by the Site Team, with 'in the moment reviews' on a daily basis.

Fire extinguishers are maintained and checked on an annual basis (or sooner if the integrity of an extinguisher has been brought into question). The School will outsource this maintenance to an approved contractor.

Alarms are tested weekly by the Site Team and full records are kept. Any issues are raised immediately with the service and maintenance contractor and SLT informed if deemed necessary.

Emergency evacuation procedures will be tested once every term where it is deemed possible. When planning evacuation tests, the needs of the school are taken into account.

See Appendix 1 for Escape routes and muster points.

**Monitoring:**

Routine inspections of the premises to ensure safe premises and working practices are followed will be carried out by Matthew Smith and the Site Team.

Inspections of individual activities/events and specific work tasks will be carried out by a nominated member of staff.

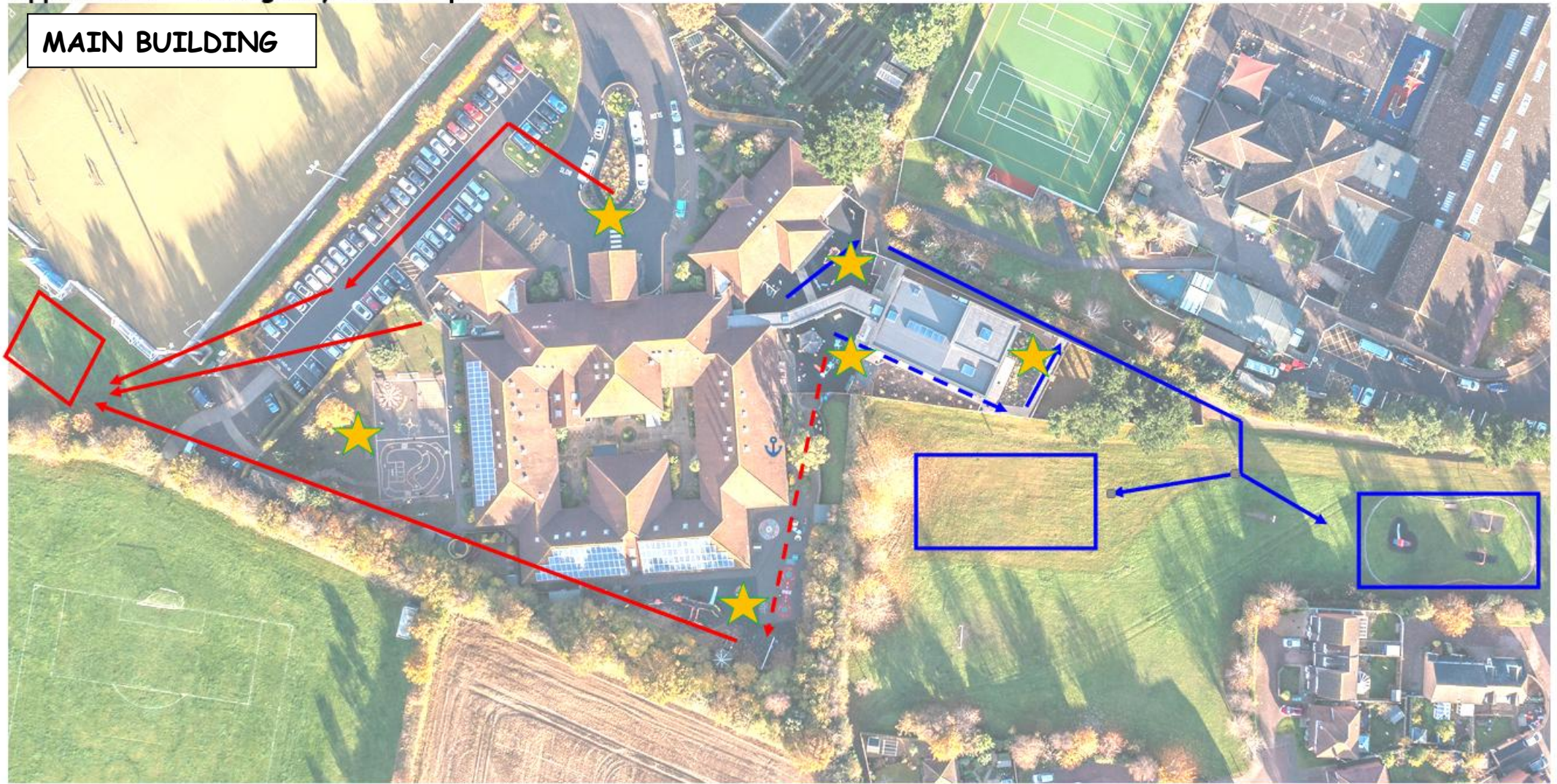
We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. For these arrangements to be effective, employees throughout the school must play their part in creating and sustaining a positive health and safety culture and must take responsibility for their own well-being with the encouragement and support of their managers.

**Name of Chair of Governors:** Steve Thurlow

**Name of Headteacher:** *Annette Maconochie*

## Appendix 1 - Emergency muster points

**MAIN BUILDING**



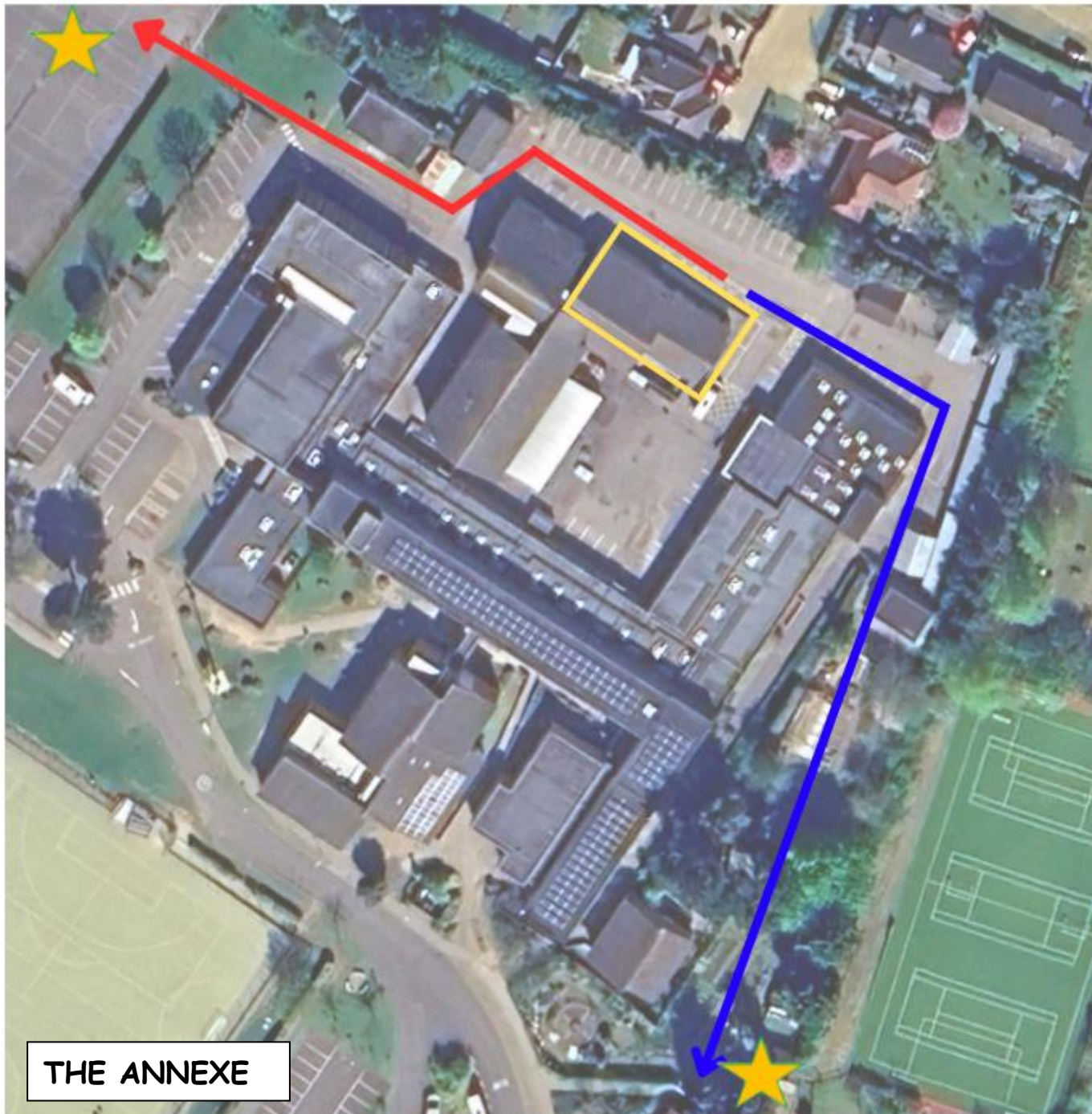
### **Secondary department and visitors muster point**

Await for confirmation that you need to proceed to secondary muster point (into the far end of the car park).

Exit the secondary playground via the two gates. Padlock key on walkie talkie however, a member of the **office team** will come and **unlock gates** as they proceed from the island to the second muster point. Await further instructions

### **Shells/Seals, Primary department + Therapy Centre muster point**

Await for confirmation that you need to proceed to secondary muster point. Exit the playground via the nursery gate. Padlock keys on walkie talkies to open all gates connecting primary and nursery play areas  
Await further instructions



**All pupils/staff/visitors at the Annexe**

When leaving the Annexe (the building within the yellow rectangle) either follow the red arrows to the tennis courts OR follow the blue arrows up through the Patch and back to Sheringham Woodfields School.

The first preference should always be to move to the tennis courts.

If the Fire Alarm has sounded within the Annexe this will mean all alarms at Sheringham High School will have sounded. By making your way to the tennis courts, this will support SHS staff to complete their muster point checks.

If staff/pupils/visitors instead head back up to Sheringham Woodfields School, a member of staff will need to inform SHS staff of this.

Do not re-enter the Annexe until you told it is safe to do so by a member of SHS staff.



**All pupils/staff/customers at Woodfields Den or The Hub (not customers)**

Leave via the designated fire exit and proceed via the red arrows to the muster point next to the public seating on the walkway.

If the fire alarm has sounded at Woodfields Den - await further input/support from Tesco Supermarket (as the fire alarm systems are linked).

If the fire alarm has sounded at The Hub - call Sheringham Woodfields School and ask for support/assistance from the Business Manager or Site Team.

If asked to move away from the initial muster point, follow the blue line into the Car Park and make arrangements to get pupils and staff back to the School. Ensure customers are aware of the need to move away from the first muster point.

Woodfields Den Charity Shop

The Hub

WOODFIELDS DEN and THE HUB

## Appendix 2 - Operating the Fire Panel

If you discover a fire - call the fire brigade from the nearest phone point and assess whether or not you need to move staff and pupils to secondary muster points. Once the building has been swept and both sweepers are happy that there is no fire, both should proceed back to the fire panel to complete the panel reset process.

The Panel is located opposite the main entrance to the School, on the wall.



The key to the fire panel is located in a black deposit box within the main school office (where additional break glasses can also be located)

Place the key into the fire panel and turn it to the right.

In the following order, press each of the buttons once:

1. Silence Alarms
2. Mute Buzzer
3. Reset

If the panel resets (i.e. doesn't go into alarm again) then you are safe to instruct everyone to come back into the building.

If the panel goes straight back into alarm, you need to read what states on the panel and refer to the zone map (left of the panel) to work out what is faulty - it will either be a sensor or red break glass box (called an exit box).

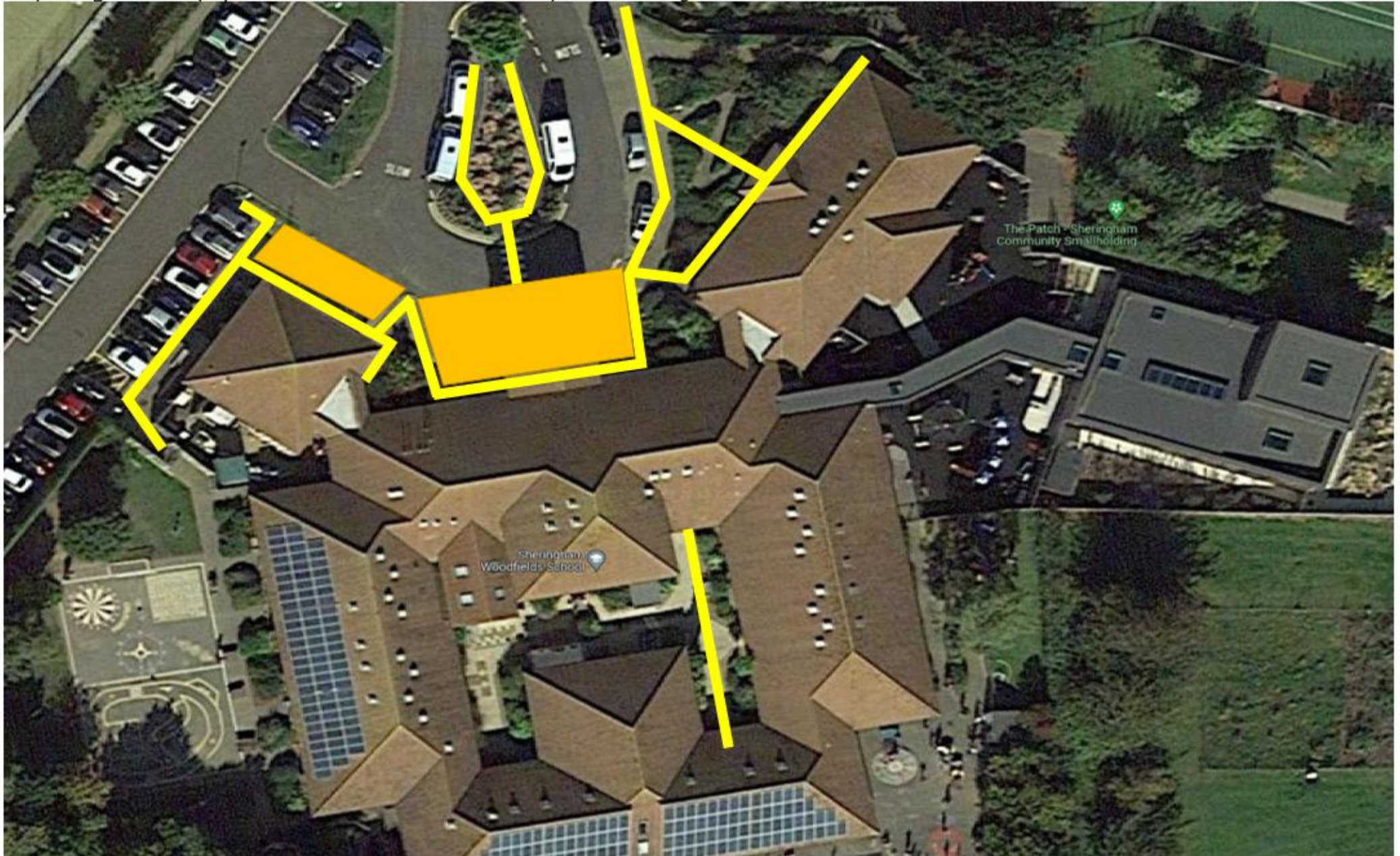
If it's a sensor, you will need to ensure the room has been well ventilated.

If it's a break glass, follow the training on how to change a break glass.

Repeat the 3-button reset process

### Appendix 3 - GRITTING ROUTE - Sheringham Woodfield School

The paths/areas of the school to be gritted remain unchanged since 2018. The School will not grit the playgrounds. Grit should be applied by hand to ensure better spread and coverage. Gritting should be completed early on the mornings of frosty/icy days. Further re-application may be required during the day. Car park sign to be displayed. The Site Team will maintain adequate levels of grit at all times.



## Appendix 4 - If there is a power cut at the school

### Fire Panel:

- The fire panel will go into alarm, however it will still function as a fire panel. You can use the panel key to silence the panel alarm if you wish. The school has active fire protection via the battery back-up system.
- Front green doors / Dolphins Yellow doors:
- This will automatically open during a power cut as a failsafe measure.
- If needed, these can be closed by SLOWLY pulling back to their closed position. The outer doors can then be locked using a key from the black box based in the main office (the same box that has the fire panel key / break glasses etc). It is only advised that you lock the doors should there be a power cut during normal school hours and when pupils are on site. The person(s) locking the doors need to remain in site of said doors should there be an emergency.

### Corridor doors:

- These doors will close as they will have lost their magnetic connection.

### Class doors:

- Mag lock doors within classes should remain locked as each door has a backup battery. The batteries will provide at least 2 hours of additional security.

### Boiler house / pool room:

- It is likely that the boilers will go into alarm. Please call Site Team to let them know so that he can take the necessary action.
- The boiler panels located in the main office and Nic's office may go into alarm.

### Phone system:

- The phone system requires power to operate. Therefore, during a power cut all phones within the school will cease to work. Within the ICT Server Room to the right hand side of the worktop, you will see a separate phone. This is an emergency phone that can be used to dial out/receive calls during an emergency. The number of said phone line is 01263 823386 (you do not need to dial 9 for an outside line)
- The school owned vehicles have mobile phones within them for additional support.
- The fire muster points have access to walkie talkie systems (all set to Channel 5, sub channel 0) if there is an urgent need for several classes to be able to communicate.
- All members of SLT have a company phone - on a Vodafone Network - which should have good signal across the school (see phone list for numbers).
- If Matthew is not on site, call mobile to ask him to look at getting phone lines diverted. Or call Anglia Technology on 01493 444555

## Appendix 5 - Fire Exit Information

### Fire Exit

The fire alarm system will be activated by detecting excessive heat or smoke within an area of the building or by someone breaking the glass of a red break-glass point.

In the event of a fire alarm sounding, please leave the building via the nearest fire exit.

At the point at which the alarm starts to sound, you will notice that all corridor doors will start to close.

Please note the courtyard is **not** an assembly point. Once outside, please proceed to the marked assembly point. **Do not re-enter** the building for any reason until you are told it is safe to do so (even if the alarm has been silenced)



If a mag locked fire exit has not released/unlocked, break the green break-glass point and the door will open



If you discover a fire or can see a large build-up of smoke, break the glass of a red glass-break point to activate the fire alarm

If you have any problems, questions or concerns about what is expected of you in the event of the fire alarm sounding, please ask any member of staff for support.

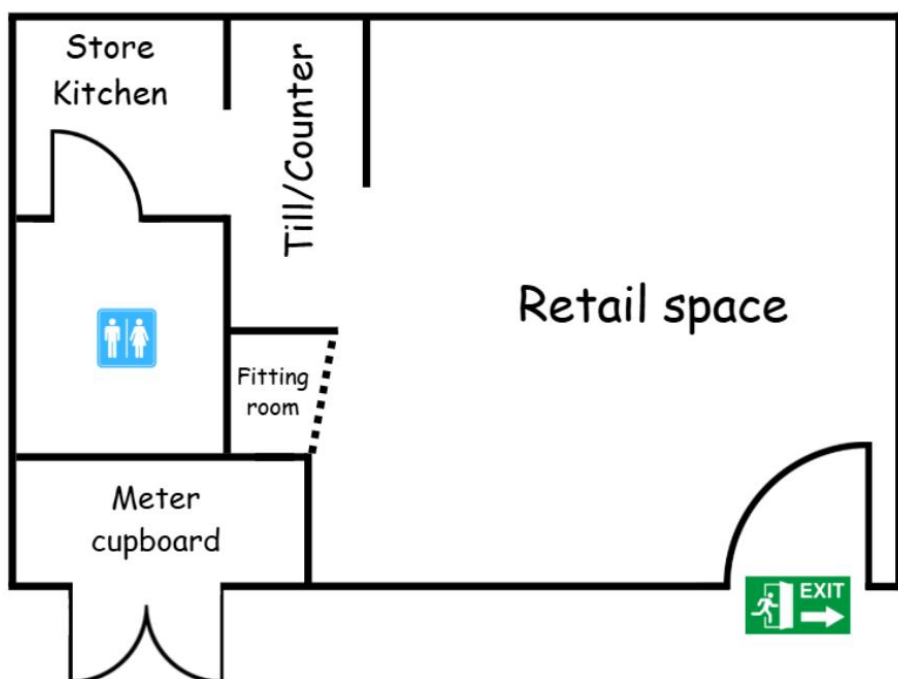
## Fire Exit

### Woodfields Den

The fire alarm system will be activated by detecting excessive heat or smoke within an area of Woodfields Den, by someone breaking a red break-glass point or because the alarm at Tesco's / Sheringham Mobility has been activated.

In the event of a fire alarm sound, please leave the building via the fire exit as detailed on the map below. Please proceed to your primary muster point (across the public concourse - next to the seating).

Await further information/support from Tesco/Sheringham Mobility to ascertain if there is a real fire/concern of fire. If you are on your own, please call your lone-working emergency contact for support.



If you discover a fire or can see a large build-up of smoke, break the glass of a red glass-break point to activate the fire alarm

If you have any problems, questions or concerns about what is expected of you in the event of the fire alarm sounding, please ask any member of staff for support.

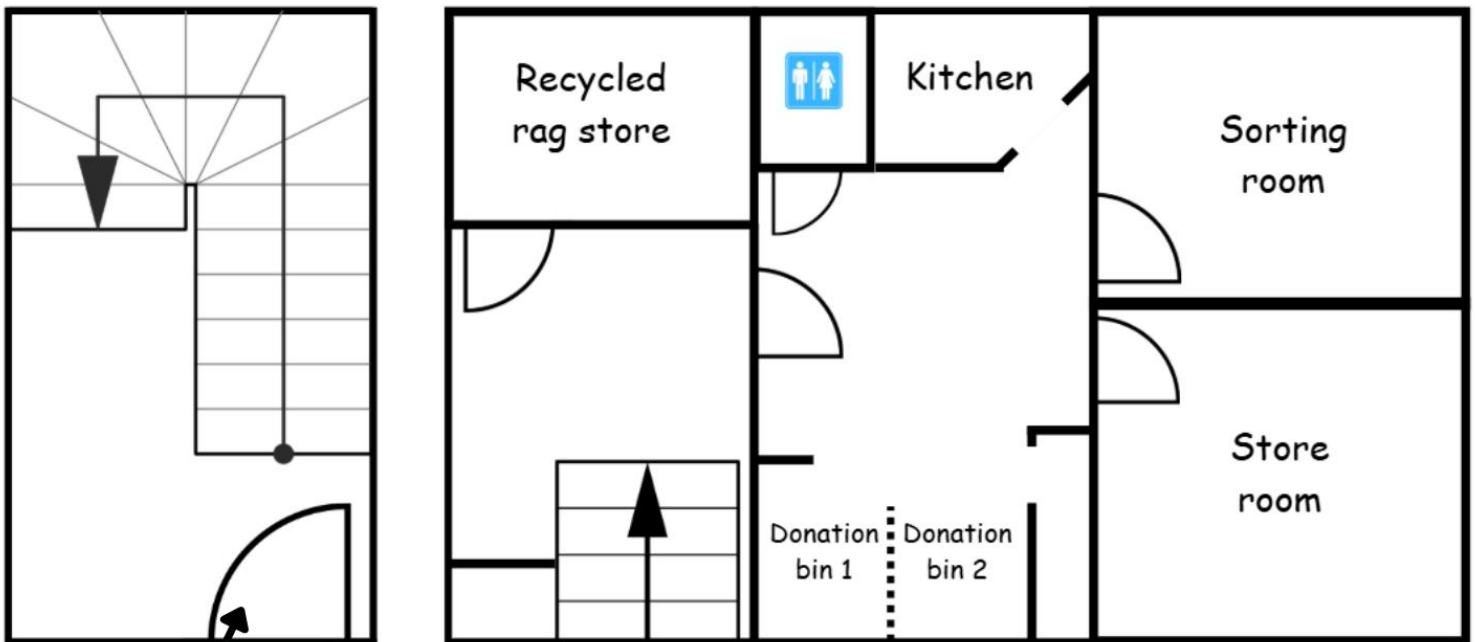
# Fire Exit

## The Hub

The fire alarm system will be activated by detecting excessive heat or smoke within an area of the Hub or by a red break-glass point being broken/activated.

In the event of a fire alarm sound, please leave the building via the fire exit as detailed on the map below. Please proceed to your primary muster point (across the public concourse - next to the seating).

Await further information/support from the team at Woodfields Den. If you are on your own, please call your lone-working emergency contact for support.



If a mag locked fire exit has not released/unlocked, break the green break-glass point and the door will open



If you discover a fire or can see a large build-up of smoke, break the glass of a red glass-break point to activate the fire alarm

**If you have any problems, questions or concerns about what is expected of you in the event of the fire alarm sounding, please ask any member of staff for support.**

## Appendix 6 - Contractor information sheet

<p><i>When arriving or leaving site report to:</i></p>	<p><i>Main reception and sign in.</i></p> <p><i>You will be issued with a visitor's badge.</i></p> <p><i>A member of the Site or Leadership Team will meet you prior to any work being undertaken.</i></p> <p><i>You will receive a Visitor Information sheet - please read as this contains information relating to Safeguarding.</i></p> <p><i>The School takes our duties in connection with Safeguarding and PREVENT very seriously and as such we expect all contractors to share this view and approach.</i></p>
<p><i>Fire information:</i></p>	<p><i>If an alarm sounds:</i></p> <p><i>Please immediately stop what you doing and leave the building via the nearest signed fire exit.</i></p> <p><i>If the external exit has not released from the magnetic lock, please break the glass within the green box (located either to the left or the right of the door)</i></p> <p><i>If you discover a fire/smoke:</i></p> <p><i>Raise the alarm via one of the many red call points located across the school.</i></p> <p><i>Then follow the above.</i></p> <p><i>Please note that the Court Yard is not a safe muster/evacuation point.</i></p> <p><i>Do not re-enter the building until you are told it is safe to do so (this may be some time after the alarm has gone silent).</i></p>
<p><i>First aid contact:</i></p>	<p><i>Please go to the main office and someone will be able to assist you.</i></p> <p><i>If you need First Aid assistant during the holidays please find Matthew, Mark, Nick, Marie or James Duncan.</i></p>

<i>Location of asbestos register:</i>	<p><i>There is no asbestos in the main school building, the Annexe or Woodfields Den.</i></p> <p><i>There is an asbestos register for the Hub (57-63 Station Road, Sheringham). This can be obtained from the Site Manager, Assistant Site Manager or Business Manager. No work(s) to be undertaken within the Hub until the register has been read and signed.</i></p>
<i>Location of toilets/welfare facilities for use:</i>	<i>Front corridor of the school (blue line). Please do not be offended if a member of school staff escorts you to the toilets.</i>
<i>Report incidents and near misses to:</i>	<i>Site Manager, Assistant Site Manager or Business Manager</i>

<i>Site specific rules and other relevant information:</i>	<p><i>No mobile phones on site</i></p> <p><i>No photos to be taken of the site without permission</i></p> <p><i>No smoking on site - please speak to Site Manager or Business Manager re smoking arrangements</i></p> <p><i>Please ensure you have read the visitors information (given with the visitors pass) - if you are a new visitor.</i></p>
<i>Method statements</i>	<p><i>Method statements need to be provided prior to work commencing on all sites maintained by Sheringham Woodfields School. Method statements can be provided either verbally or in writing. The Site Manager / Business Manager will set out their requirements prior to work commencing.</i></p> <p><i>Permits to work will be issued accordingly.</i></p>
<i>Location of toilets/welfare</i>	<i>These will be shown/highlighted after having been signed into the School.</i>

*If at any time during your visit you have any problems, issues or concerns, please speak to the Site Team or Business Manager.*