HS1
Health and Safety policy

Date reviewed:	March 2023	Policy:	Health and Safety policy
Review due:	March 2024	Reviewed by:	Gary Hatton

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1. School Health and Safety policy statement

The Senior Leadership Team (SLT) of this school is committed to ensuring the highest standards of care for their staff, pupils, visitors and others who work on behalf of the school.

We believe that an excellent school is by definition a safe school. Since we are committed to excellence, it follows that minimising the risks posed by our activities is inseparable from all our other objectives.

We plan to achieve our goals by developing, implementing and maintaining our school's health and safety management system.

The SLT is committed to:
- the continual improvement of our Health and Safety performance
- complying with all our legal and other regulatory requirements
- contributing to the success of the Acorn Education and Care Strategic Health and Safety Management System

We will achieve our key objectives through:
- **hazard identification, risk assessment and risk control** – ensuring that our current and future Health and Safety risks that impact on our school are managed effectively
- **involvement of people** – ensuring the involvement of all staff in the success of the school is achieved and that people's knowledge and skills are developed to meet their own needs and the needs of Acorn Education and Care
- **effective school leadership** – ensuring that all key activities are identified and managed
- **supplier relationships** – ensuring that we manage the selection and performance of all our service providers.

This policy is communicated to all persons working on behalf of this school and is subject to regular review. A copy of our Health and Safety policy is available to interested parties on request.

Headteacher: Kate Martin   **Date:** March 2023

2. Management system components

2.1 Key roles

1.	**Headteacher**	Kate Martin
2.	**Deputy Headteachers**	Sian Bullen Stacey Edwards
3.	**School Senior Leadership Team**	Gary Hatton – Assistant Headteacher Heather Rigby – Therapy Lead/SALT Helen Reynolds – Wellbeing and Culture Jayne Crutchley – Administration Manager & Exams Officer Kate Martin – Headteacher Richard Garbutt – Assistant Headteacher Sian Bullen – Deputy Headteacher Stacey Edwards – Deputy Headteacher Zoe Ward - SENDCO
4.	**Site Managers**	Barry Freeman – Facilities Supervisor
5.	**School Health and Safety Co-ordinator**	Kate Martin – Headteacher
6.	**Educational Visits Co-ordinator**	Isabelle Siefers
7.	**Asbestos management duty holders**	Barry Freeman – Facilities Supervisor
8.	**Members of the School Safety Committee**	Barry Freeman – Facilities Supervisor Kate Martin – Headteacher Isabelle Siefers – Educational
9.	**Person with responsibility for accident and incident reporting**	Barry Freeman

2.2 Identifying, assessing and controlling risk.

We have developed a register of all the significant risks that are posed by our activities. All issues contained in this register are subject to our risk assessment process.

Findings from our risk assessments are introduced into our methods of working and these are subject to periodic checks both by the school senior leadership team, and by our employers.

2.3 Health and Safety objectives and school safety plans

Each year our school's Senior Leadership Team develop health and safety objectives. These objectives enable us to continually improve our health and safety performance and take into account a number of issues including results of previous audits, near misses, our employer's plans and feedback from our employees and others.

Our annual health and safety objectives are put into our school Health and Safety plan. This plan is approved by the school Senior Leadership Team and resources are provided so that our objectives can be achieved.

2.4 Internal and external communication

The school Senior Leadership Team ensure that relevant health and safety information is communicated to all employees and other interested parties. In addition to this we encourage all employees to report to us health and safety issues that could affect themselves and others.

The main ways of communicating health and safety issues in this school are through staff meetings, school safety committees, notice boards and through letters to other interested parties.

2.5 Health and Safety training and awareness

It is the responsibility of the Headteacher to ensure that adequate resources are made available to ensure all employees are competent to perform the tasks required of them. To this end, the school Senior Leadership Team have developed a training matrix and plan that is based around the Acorn Education and Care current approved training matrix. Training needs are addressed accordingly. Records of all training are maintained.

2.6 Measuring Health and Safety performance

We have developed procedures to measure our health and safety performance through a combination of methods. Our main methods of measurement are:

- informal, monitoring by all staff for any hazards and concerns
- periodic monitoring by key staff using basic checklists
- annual self-audit carried out by our Senior Leadership Team
- bi-annual school audit by Acorn Education and Care.

Our school Senior Leadership Team are responsible for addressing any areas of weakness and ensuring corrective actions are put in place.

2.7 Management of sub-contractors

We recognise that the selection and use of sub-contractors in our school is an important issue for us. Within this category we also include service providers such as those who provide curricular support.

We will keep a current register of all our sub-contractors who work on our behalf. All our sub-contractors will be subject to periodic review.

This school also recognises the roles of the Acorn Education and Care in providing schools with approved subcontractors and service providers.

2.8 Accidents, incidents, near misses and safety concerns

We have procedures for the reporting and investigation of accidents, incidents and other health and safety concerns. The main purpose of this is to prevent any recurrence.

Accidents and incidents are reported to the school Senior Leadership Team. We also encourage all employees, pupils and visitors to report health and safety related concerns so that we can consider them in terms of accident prevention.

2.9 Reasonably foreseeable emergency planning

Through our risk assessment process, we have analysed the potential for any reasonably foreseeable emergency situations that pupils, visitors and employees could be faced with as part of their involvement with this school.

Using this information, we have developed an emergency plan that describes our responses to them so that we can prevent and mitigate the likely illness and injury that could occur.

Our plan is subject to periodic drills to ensure our responses are effective; any weaknesses in our responses will be subject to corrective actions by the school Senior Leadership Team.

2.10 Record keeping, data and document control

We have identified the documentation and records that make up our school's Health and Safety management system. We ensure that we retain all our records and documents and make sure that obsolete documents are removed from use and stored securely.

2.11 Management review

Anually our school SLT review our health and safety performance and develop new targets and plans that will enable the school to continue to ensure the health, safety and welfare of all who use our school.