

The Acorn School

HEALTH AND SAFETY POLICY

Written:

Reviewed and Approved by Proprietors: September 2018

Graeme Whiting _____ *Sarah Whiting* _____

Approved by Headteachers: September 2018

James Whiting _____ *Barney Franklin* _____

Next review date: September 2019

GENERAL STATEMENT

The Acorn School intends to provide and maintain, as far as reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving this end.

There are policies in place to cover all areas of Health and Safety available in the policy file in the school office. These include Fire Safety, Manual Handling, Risk Assessments, First Aid and Vehicle use.

Throughout this policy we have paid due regard to and complied with the following statutory regulations:

- KCSIE, 2018
- Working Together to Safeguard Children, 2018
- Special Educational Needs and the Disability Code of Practice 2015
- Behaviour and Discipline in Schools 2016
- The Children and Families Act 2014
- Fundamental British Values as stated in the Prevent Strategy 2015
- The Children's Act 2004

The Acorn School is aware of its duties under the Equality Act 2010, including issues related to pupils and staff with additional needs, and makes reasonable adjustments for all.

Headmasters' Responsibilities

The Proprietors and Headmasters of The Acorn School are responsible for implementation of the School Health and Safety Policy and for ensuring that The Acorn School fulfils its statutory obligations with respect to the health, safety and welfare of all employees, pupils and others.

In order to fulfil these responsibilities, they will:

- Bring the contents of this policy and associated documentation to the notice of all members of staff of The Acorn School, make arrangements for the regular review and monitoring of this policy, and the arrangements and procedures contained herein, including regular audits, inspections and safety tours.
- Ensure that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (eg fire) and that sufficiently competent persons are appointed to be responsible for evacuation of the premises in the event of such emergencies.
- Identify and make arrangements for training, and where necessary re-training of staff with respect to health and safety as and when the need arises. Take overall responsibility for organising staff training and co-ordinating the actions of staff and pupils in the event of fire.
- Identify, and make arrangements for training of new staff with respect to health and safety
- Consult with members of staff and others where necessary, on matters of implementation and review of this policy and any procedures contained herein.
- Take responsibility for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Report and investigate all serious accidents, injuries and 'near misses'.
- Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used in the school site and that this information is made available to all users and persons exposed to any hazard

- Designate and monitor the performance of staff with responsibility for supervision, training and the day-to-day implementation of this safety policy and the procedures contained herein
 - These designated persons of responsibility are as follows:

Health and Safety Officer: Barney Franklin

Fire Officer: Mark Indge

Designated First Aid and Medication Officer: James Whiting

Care and Welfare: Sarah Whiting / all Staff with First Aid training

Off-site Activities (includes all relevant venues and travel risk assessments): James Whiting

Other Delegated Responsibilities

The Headteachers and Head of Upper / Lower School are responsible for keeping all members of staff (and their pupils) up to date with any changes to working methods or procedures pertaining to this policy and associated documentation, on the advice of the Health and Safety Officer.

- The members of staff with responsibility for each area as designated above, will ensure that where applicable, all statutory notices are displayed, and the relevant registers are kept up-to-date and available for inspection.
- Members of staff with a specific responsibility, eg: visits or science activities, will be responsible for maintaining good health and safety practices in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Headmasters of The Acorn School of any subsequent specialist requirements for the health and safety of staff or pupils
- Staff will ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labelled and used in a manner not likely to result in harm. They will be responsible for reporting all accidents or injuries to the Headmasters.
- All staff will familiarise themselves with the contents of this policy and any associated documentation pertaining to their activities, and comply with all requirements contained therein at all times. They shall comply with any safety instructions and must wear protective clothing and equipment supplied, not wilfully misuse or abuse such equipment and report any defects or other safety hazards encountered
- The Health & Safety Officer is responsible for assisting in the monitoring and review of procedure and policy and also for ensuring that everybody at The Acorn School is kept fully up-to-date with changes in legislation, working practices and other issues in relation to health and safety within The Acorn School
- The person responsible for First Aid will ensure that provisions conform to the Health and Safety (First Aid) regulations 1981 and the revised approved code of practice issued by the HSE in 1990