



CALDER LODGE SCHOOL

Health and Safety

Policy Manual 2023/4

	Contents	Page
Section 1	Introduction	
1.1	School health and safety policy statement	3
Section 2	Management system components	
2.1	Key roles	4
2.2	Hazard identification, risk assessment and risk control	5
2.3	Health and safety objectives and school safety plans	5
2.4	Internal and external communication	5
2.5	Health and safety training and awareness	5
2.6	Measuring health and safety performance	5
2.7	Selection and control of local contractors	6
2.8	Accidents, incidents, near misses and safety concerns	6
2.9	Reasonably foreseeable emergencies	6
2.10	Record keeping, data and document control	6
2.11	Management review	6

1. School Health and Safety Policy Statement of intent

The senior leadership team 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.

Your senior leadership team 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 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 Calder Lodge Ltd;
- **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 manual is available to interested parties on request.

_____ Date _____

Headteacher

Section 2 – Management System Components

2.1 Key Roles

1. Head Teacher	Kelly Farnworth
2. Deputy Head Teacher	Peter Marrin
3. School Senior Leadership Team	Daniel Creed Paul Turner Kelly Farnworth Ruth Fleming Jill Mott
4. Site Managers	Kelly Farnworth/Paul Bolton
5. School health and safety coordinator	Paul Bolton
6. Educational Visits Coordinator	Paul Turner
7. Members of the School Safety Committee	Dan Creed Paul Bolton Paul Turner Kelly Farnworth
8. Person with responsibility for accident and incident reporting	Dan Creed/ Kelly Farnworth

2.2 Identifying, assessing and controlling risk

We have considered 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 develops 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 Head Teacher to ensure that adequate resources are made available to ensure all employees are competent to perform the tasks required of them.

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.

Our school senior leadership team is responsible for addressing any areas of weakness and ensuring corrective actions are put in place.

2.7 Management of Subcontractors

We recognise that the selection and use of subcontractors in our school is an important consideration 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 subcontractors who work on our behalf. All our subcontractors will be subject to periodic review.

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.

2.11 Management Review

During the summer term our school senior leadership team 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.
See First aid policy and Fire Risk Policy.

Health and Safety Manual

Next review date: April 25

Member of staff responsible for implementation and review: Kelly Farnworth

Position: Head Teacher

Approved by: Dan Creed (Director)

Date: 16/04/24