



## **CALDER LODGE SCHOOL**

# **HEALTH AND SAFETY POLICY COVERING YOUNG PEOPLE IN OUR CARE AND EMPLOYEES**

### **Health and Safety Policy**

#### **Policy Statement**

- Calder Lodge Ltd will comply with the Health and Safety at Work Act 1974 and all other relevant legislation, regulations and code of practice to ensure the highest standards of safety in its operations.
- Calder Lodge Ltd will take all reasonable and practical steps to provide a safe and healthy environment and will enlist the active support of all employees and young people in our care in achieving this end.
- Calder Lodge Ltd seeks also to conduct its undertakings in such a way as to ensure, as far as is reasonably practicable, that persons not in its employment or in our care, e.g. visitors, job seekers, trainees etc. who may be affected by the Company's activities are not exposed to risk to their health and safety.
- Calder Lodge Ltd will also ensure each individual employee and young person in our care, is aware that they have a duty to take reasonable care for the health and safety of themselves and of any other person who may be affected by his/her acts or omissions and to cooperate with the Company to enable legal obligations to be met.

#### **Objectives of the Policy**

- To promote standards of health, safety and welfare that complies fully with the terms and requirements of the Health and Safety at Work Act 1974 and all other relevant statutory provisions and Approved Codes of Practice.
- To encourage all potential hazards and risks to be identified and addressed, and that control measures are in place and regularly audited.
- To help maintain healthy and safe workplaces, environments, systems, equipment and methods of work to protect employees, young people in our care and others, including visitors, contractors and members of the public in so far as they may come into contact with foreseeable work hazards. To also provide and maintain means of access and egress from our premises, which so far as is reasonably practicable, are safe and without risk to health.



- To specify and continually review Calder Lodge Ltd commitment to employees and young people in our care, training or issues around health and safety.

## **Responsibilities**

- To work towards the achievement of the policy.
- To provide appropriate training, advice, equipment and documentation as is necessary or advisable.
- To carry out assessment of risks and endeavour to reduce or eliminate these. Risks related to accommodation, lessons and other learning environments will be assessed on a regular basis.
- To provide written systems of work for all and any procedures that are exposed to hazard.
- To record notification of hazards and accidents and incorporate improvements suggested as a result of investigations conducted following such notifications as soon as possible.

## **The Proprietary Body**

- The line of formal responsibility for this Health and Safety policy begins with the Proprietary Body.
- It is the responsibility of the Head Teacher to assist the management by ensuring implementation of the policy in the areas that they manage and control.

## **The Head Teacher**

The Proprietary Body will nominate the Head Teacher to have overall functional responsibility for all safety matters. This includes:

- Preparing, reviewing and updating this policy, accident/hazard reporting procedures, fire and safety procedures and evacuation guidance.
- Ensuring all employees are instructed in their duties and responsibilities in respect of Health and Safety.
- Accepting and actioning accident / hazard report forms.
- Ensuring compliance with the responsibilities laid down in this policy statement and reporting failure to comply to senior management for sanctions to be applied.
- Liaison with the Health and Safety Executive, Insurers, Environmental Health Officers, Fire Brigade etc. and ensuring appropriate recommendations are acted upon.
- Implementing the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1986 (RIDDOR) and all such legislation or requirements as may be enacted from time to time.

## **Teachers, Keyworkers and those with Managerial and / or Supervisory Responsibilities**

- To be responsible for the execution of the health and safety policy as far as the young people in their supervision and employees for which s/he is responsible.



- To be responsible, as far as is reasonably practicable, for the safety of all young people in their care, employees working in or visiting his / her department, and for all equipment under his/her control.
- To ensure that in the event of an accident, that prompt and appropriate first aid is administered, that further medical assistance is obtained if necessary, that the circumstances of the incident are investigated and reported on, and that recommendations made as a result of an investigation are acted upon.
- To ensure the Safety Procedures and related data are kept and displayed. To ensure that all such procedures and data are brought to the attention of every young person in our care and employee and that they are conversant with such detail.
- To ensure the appropriate equipment is used at all times where and when necessary.
- To ensure that employees are conversant with the accident/hazard reporting procedure and that notification of hazards are passed to the appropriate person for action.

### **Employees**

- To make themselves familiar with and adhere to safety procedures, including the fire alarm procedure and evacuation route(s).
- To utilise protective equipment at all times as and when necessary, and to report defects in such clothing/equipment to their supervisor.
- To report all accidents/incidents to a Line Manager, and to carry out instructions given.
- To report all safety and health hazards and equipment defects using the hazard reporting procedure.
- To cooperate with the organisation at all times on matters of safety.

## **Health and Safety Policy**

**Next review date:** April 2026

**Member of staff responsible for implementation and review:** Peter Marrin

**Position:** Deputy Head Teacher

**Approved by:** Kelly Farnworth, Head Teacher

**Date:** 24/04/2025