



Health and Safety Policy 2026/28

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Introduction

This documentation has been prepared in accordance with Section 2 (3) of the Health & Safety at Work Act 1974. This policy describes the safety management strategy to comply with requirements from the Management of Health & Safety at Work Regulations 1999 to ensure that there are appropriate arrangements in place to plan, organise, control, monitor and review safety.

Statement of Intent

The Open Door Academy will ensure, so far as is reasonably practicable, that employees, students and others whose health and safety may be affected by The Open Door Academy's undertaking, are not exposed to unacceptable risks to their health and safety.

The Open Door Academy accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff, students and others.

The Open Door Academy believes that ensuring the health and safety of staff, students and visitors is essential to the success of the provision. The Open Door Academy's objectives will be achieved by:

- Providing a safe and healthy working and learning environment.
- Establishing and promoting a robust health and safety management system
- Preventing accidents and work-related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks through the risk assessment process.
- Ensuring safe working methods and providing safe working equipment.
- Ensuring roles and responsibilities are understood and communicated.
- Providing effective information, instruction and training.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters (both union and non-union).
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the provision.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Open Door Academy Directors will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of employees, students, and visitors.

Organisation

The Open Door Academy Directors have the responsibility to ensure that:

- A clear written statement of intent is created which promotes the correct attitude towards safety in staff and students.
- Ensure this Policy is communicated adequately to all relevant persons.
- Persons have sufficient experience, knowledge, and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The health and safety policy and performance are reviewed annually.
- New Health & Safety legislation or guidance is recognised and acted on appropriately and that relevant persons attend training where appropriate to enable them to do this.
- Appropriate information on significant risks is given to visitors and contractors
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- Accidents are investigated and any remedial actions required are taken or requested.

Obligations of All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.

Employees must:

- Always comply with The Open Door Academy's Health and Safety Policy and procedures.
- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and other persons.
- Observe standards of dress consistent with safety and/or hygiene.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with local procedures.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.

- Inform the Directors of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform the Directors of any shortcomings they identify in The Open Door Academy's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the local procedures in respect of fire, first aid and other emergencies.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Use all work equipment and substances in accordance with instruction, training and information received.

Representatives will be given full access to the information on health and safety, to which they have a right under the Safety Representatives and Safety Committee Regulations 1977 or the Health and Safety (Consultation with Employees) Regulations 1996.

Alcohol and Drugs

Staff are responsible for ensuring that they do not work under the influence of alcohol or non-prescribed drugs. Individuals who must take prescribed drugs that could affect their ability to work safely must have their work carefully risk assessed, so and therefore must should inform the Directors, so that the relevant controls can be implemented to ensure that they are not a danger to themselves or to others.

Behaviour Management / Bullying

See separate behaviour management policy. Appropriate training will be provided to staff on managing behaviour.

Fire Precautions and Emergency Procedures

The Director, David Washington, is the "responsible person" as defined in Regulatory Reform (Fire Safety) Order 2005 and ensuring a fire risk assessment is reviewed annually.

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill. Staff are required to report defects or missing fire-fighting equipment. Fire exits, routes and firefighting equipment shall not be obstructed at any time.

Evacuation Routes

- Use the **nearest safe exit**
- Do not use lifts
- Follow green fire exit signage
- Keep escape routes clear at all times

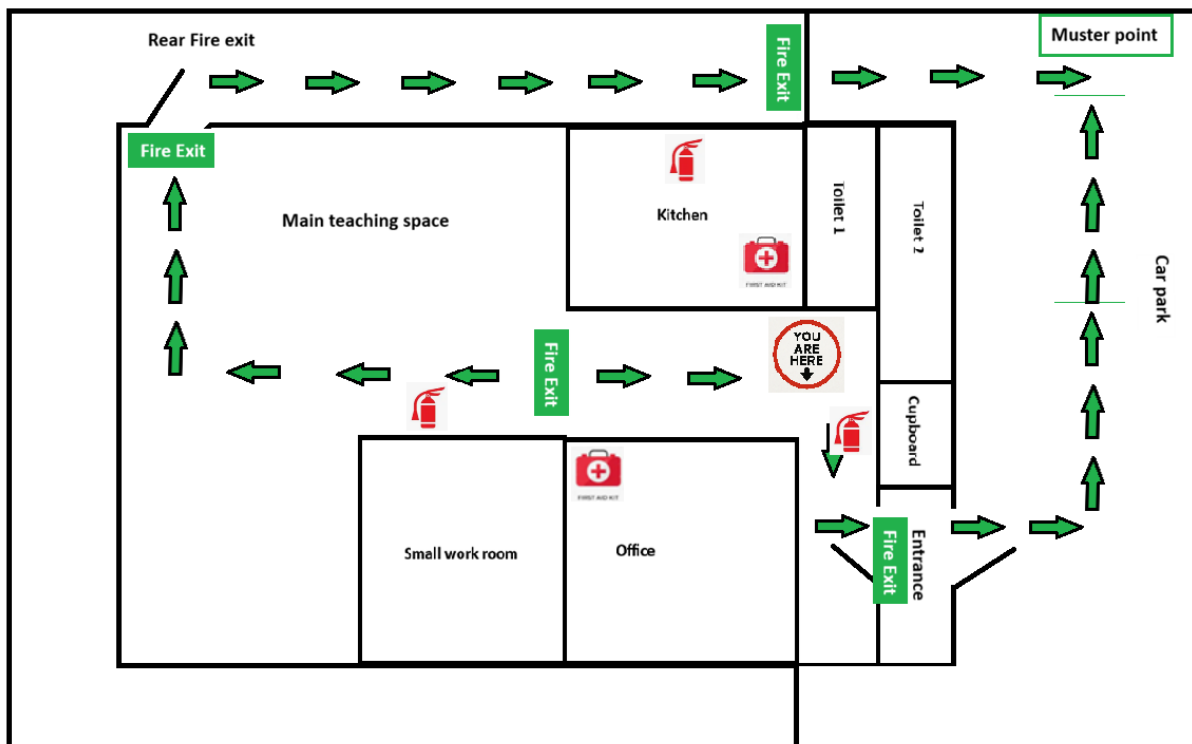
Assembly Point

- The designated assembly point for The Open Door Academy is:

Primary Assembly Point:

External Muster Area - Front Car Park

- Staff must supervise and maintain order.



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First Aid

The Open Door Academy will complete a first aid needs assessment to determine the number of first aiders for the Provision. First aid boxes will be checked and restocked. The Open Door Academy will organise training and refreshers for first aiders and keeping training records.

FIRST AID accidents will be recorded in the first aider treatment and accident log.

Managing Medicines & Drugs

Please refer to the policy on First Aid and supporting students with Medical Conditions.

Risk assessments

Risk assessment will be carried out where necessary and shared with parents, schools and the local Authority.

School Transport

If required, The Open Door Academy will create a travel plan. Where taxis are provided for ASD pupils the local authority are responsible for providing the transport risk assessment. Transport will be risk assessed through vehicle movement risk assessments for drop offs and pick-ups.

Smoking

The Open Door Academy operates a no smoking or vaping policy on the grounds.

Workplace Temperature

Temperatures in the workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a “reasonable” temperature in the workplace. The approved Code of Practice suggests a minimum temperature in workrooms of at least 16oC or 13oC.

There is no maximum temperature, however The Open Door Academy will provide suitable cooling equipment.

Reporting Channels

Staff may report concerns through:

Primary Method (Required):

- **Health & Safety Concern Form** Accessible via Microsoft Teams → “H&S Reporting” channel

Secondary Methods (Urgent Only):

- Direct message to Site Director via Email
- Phone call to Academy Manager
- In-person notification to leadership
- All urgent concerns must still be logged formally afterwards.