



Health & Safety Policy 2025-2026 for

Forest Lodge Alternative Provision and New Leaf Alternative Provision

A1: Statement of intent:

At our sites we are committed to establishing and implementing arrangements that will:

- Ensure staff and students are safeguarded when on school premises, or engaged in off-site activities (e.g., off site activities, sports events etc.).
- Ensure the premises have safe access for all staff, pupils and visitors.
- Provide adequate facilities and arrangements for welfare.
- Provide and maintain safe plant and safe systems of work without risks to health.
- Ensure safe use, handling, storage and transport of articles.
- Provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Signed: Karen Hale

Position: Director of Services

Date: 01/09/2025

To be reviewed: 01/09/2026

Key Health & Safety Contacts

Role in AP	Name
Director of Services	Karen Hale
Health & Safety Site Manager (New Leaf)	Julie Jones
Health & Safety Site Managers (Forest Lodge)	Andy Whitlock Jamie Johnson

Section B – Organisation

B1: Employer responsibilities

The Health & Safety key personnel shown above will ensure the overall implementation of this policy.

B2: Site Manager responsibilities

- To ensure this policy is reviewed annually or earlier if there are any changes in circumstances.
- To ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood.
- To include health and safety issues in the school improvement plan, if necessary.
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate.
- To undertake risk assessments, record significant findings, and review annually or sooner if there is a change in circumstance.
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment, or work practices.
- To inform the Director of Services who can then liaise with landlords and owners to resolve property maintenance issues.
- To ensure that the requirements of any enforcement officer (e.g., HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.
- To ensure that emergency evacuation procedures are in place and tested to ensure validity.
- To ensure that adequate first aid provision is available and kept up to date at all times.
- To report health and safety issues to the Director of Services on a regular basis.
- To monitor and review all health and safety policies and procedures.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.

B3: Staff Responsibilities

- To read and fully co-operate with this policy
- Must take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.

- Report practices, equipment or physical conditions that may be hazardous to their Head of Centre and/or the appropriate member of staff.
- Have a duty to report all health and safety concerns to the Head of Centre or Director of Services

B4: Site manager responsibilities

The Site manager holds responsibility for the day-to-day maintenance and other buildings / grounds issues.

They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the senior management team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm.

B5: Consultation with employees

Health and Safety will be a standing item on all staff meeting agendas.

There will always be an opportunity to discuss any health or safety concerns at meetings.

B6: Information

- A copy of the Health and Safety Law Poster is located at the foyer/entrance of all sites

B7: Competency for health and safety tasks and training

- The Site Manager will ensure that all staff undertake induction training where necessary (fire warden training or first aid training)
- Training will be identified arranged and monitored by the Head of Centre
- Staff are also responsible for identifying their own personal training needs and feeding this back to their Head of Centre
- Training records will be easily accessible for audit purposes and will be kept up to date.

B8: Monitoring

- The Head of Centre will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building.
- The Site Manager is responsible for investigating accidents although the accountability remains with the Head of Centre.
- The Head of Centre is responsible for investigating work-related sickness and absences, although the accountability remains with the Director of Services
- The Director of Services is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences.

Section C – Arrangements

C1: School activities

- The Head of Centre will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the Director of Services and to all relevant staff, contractors, visitors and all of those who may be affected.
- Any actions that are required to remove or control risks will be approved by the Director of Services or their delegated responsible person.
- The Director of Services or delegated responsible person will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to reception, where appropriate arrangements for the signing in and out and Visitor badges
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures, including evacuation points.

C3: Fire and emergency procedures

- The Site Manager is responsible for ensuring the fire risk assessment are undertaken, controls are implemented and that it is reviewed annually and kept up to date.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
- Instructions to employees are posted at strategic points around the building.
- Emergency evacuation will be practiced at least three times a year and records will be retained.
- Regular testing of fire alarms will occur on and will be carried out by Site

Managers

- A record of these tests will be kept by the Head of Centre in the Safety Checks file

C4: Fire fighting

- Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if they feel confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised before attempting to tackle a fire. All chemicals will be stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to a fire officer in the event of a fire.

C5: Maintenance of fire equipment

The Head of Centre/Site Managers will ensure regular maintenance of:

- fire extinguishers
- fire alarms
- fire doors
- fire safety signs and identification of escape routes
- emergency lighting and other emergency equipment.

C6: Bomb/suspect package alerts

Bomb alerts/ suspect packages will be dealt with in accordance with our emergency planning arrangements.

- The Head of Centre is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff

C7: First aid arrangements

- The Head of Centre will ensure that there are an appropriate number of designated and trained first aiders in school.
- The head teacher will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked. A first aid risk assessment will be carried out by the Head of Centre to determine the above factors.
- The school will follow the procedure for completion of incident / accident records

HS157, HS160, F2508

- All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be

reported to the HSE by the school. Advice should be sought if any doubt whether an incident is reportable.

- Parents will be invited to complete the consent form for medical treatment in accordance with our Policy and DFE guidance.

C8: Information Communication Technology

- The Head of Centre will ensure that suitable arrangements are in place for the safe use of information communication technology.
- Information communication technology will be installed safely
- Where laptops are used, safe systems of work including charging will be devised and implemented.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- The KCC guidance on interactive whiteboards will be followed.

C9: Legal requirements for premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C10: Safe handling and use of substances

- The head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The head teacher or delegated responsible person will be responsible for undertaking COSHH assessments
- The head teacher will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments.
- The head teacher will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11: Inspection of premises, plant and equipment

- The Head of Centre will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance and improvement programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by members from the SLT

C12: Legionella management

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Such assessments will identify if there are areas where conditions exist which could support legionella bacteria growth and pose a risk to building occupants, the survey will also list any works required; and include details of future monitoring requirements that the school is responsible for. Therefore, all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement, and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the logbook and de-scaling spray outlets as necessary.

C13: Control of Infectious Diseases

It is important that any infectious diseases are managed safely and appropriately. Our Managing Infectious Control Policy is informed by the UK Health Security Agency and complements this policy

C17: List of risk assessments, policies and procedures to complement this policy

- Drugs and Alcohol Policy
- Fire Policy
- First Aid Policy
- Managing Infectious Disease Policy
- Risk Assessment Policy