



Acorn Care & Education

Schools Health and Safety Policy  
Manual

Date of issue: November 2017

# Contents

1.	Purpose and Scope
2.	Health and Safety Policy Statement
3.	<p>Main Elements of our Health and Safety Management System</p> <p>3.1 Identifying our Significant Health and Safety Risks</p> <p>3.2 Identifying our Legal and other Regulatory Requirements</p> <p>3.3 Hazard Identification, Risk Assessment and Risk Control</p> <p>3.4 Planning</p> <p>3.5 Structure and Responsibilities</p> <p>3.6 Summary of Key Responsibilities</p> <p>3.7 Organisational Chart</p> <p>3.8 Roles and Responsibilities</p> <p>    3.8.1 Chief Executive Officer</p> <p>    3.8.2 Director of Education and Residential</p> <p>    3.8.3 Assistant Director Education</p> <p>    3.8.4 Group Property Manager</p> <p>    3.8.5 National Facilities and Construction Manager</p> <p>    3.8.6 Health and Safety Advisor</p> <p>    3.8.7 Executive Principals, Principals, Head Teachers and Registered Managers</p> <p>    3.8.8 Employees</p>
4.	Training, Awareness and Competence
5.	Consultation and Communication
6.	Documentation and Data Control
7.	Operational Control
8.	Emergency Preparedness and Response

9.	Performance Measurement and Monitoring
10.	Accidents, Incidents, Non-Conformances and Corrective and Preventive Action
11.	Records and Record Management
12.	Audit
13.	Management Review

## 1. Purpose & Scope

This document defines how Acorn Care and Education ensures the health, safety and welfare of its employees, pupils and others in their schools.

The Senior Management Team at Acorn Care and Education are aware of the need to meet their legal and regulatory requirements; the policies and procedures contained within this manual provide the framework for how this is achieved.

The contents of this policy document and any associated elements, which make up the Acorn Care and Education strategic health and safety management system, are authorised for issue to, and use by, all Acorn Care and Education schools.

This health and safety management system is documented into three parts:

1. This Policy Manual, which forms Part 1 of three key documents that define Education and Children's Services policies and arrangements for schools;
2. Part 2: Procedures Manual, which defines the actual management procedures that ensure that the general policy statements contained in Part 1 are achieved;
3. Part 3: Key Arrangements and Guidance for Schools, which include model local policies, forms, etc., to assist schools in achieving their legal requirements and health and safety objectives.

The current inventory of schools to which this policy applies is as follows:

### **Day schools:**

- Belmont Secondary School, Rossendale, Lancashire
- Belmont Primary School, Rossendale, Lancashire
- Crookhey Hall School, Lancaster, Lancashire
- Heath Farm School, Ashford, Kent
- Kestrel House School, Crouch End, London
- Longdon Hall School, Rugeley, Staffordshire
- Longdon Park School, Egginton, Derbyshire
- Meadowcroft School, Wakefield, West Yorkshire
- Oakfield House School, Preston, Lancashire
- OakTree School, Truro, Cornwall
- Reddish Hall School, Reddish, Stockport
- Waterloo Lodge School, Chorley, Lancashire

### **Residential schools:**

- Acorn Park School, Banham, Norfolk
- Bramfield House School, Halesworth, Suffolk
- The Grange School, Oakham, Leicestershire
- The Shires at Stretton, Oakham and Stowe
- Underley Garden School, Carnforth, Lancashire

### **Post 19 Care Homes**

- Millfield House
- Underley Garden

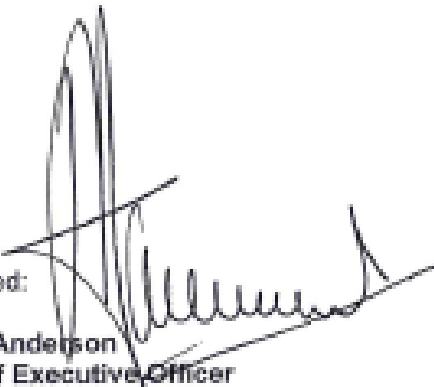
## 2. Health & Safety Policy Statement

Acorn Care and Education are committed to the highest standards of care for their employees, pupils, visitors and others who work on our behalf. Health and safety is an integral part of every aspect of our delivery of services to young people in our care.

We are committed to:

- Complying with our legal and regulatory responsibilities;
- The continual improvement of our health and safety performance;
- Providing a safe and healthy environment for our employees, young people in our care and others by:
  - Identifying, assessing and controlling risks to which they are likely to be exposed;
  - Developing and maintaining a positive health and safety culture;
  - Developing safe working practices;
  - Providing effective information, instruction and training;
  - Monitoring and reviewing systems and preventative measures to make sure they are effective;
  - Ensuring that each employee and young person in our care is aware of their responsibility for themselves and others health and safety.

We recognise that for these commitments to be effective senior managers, employees and young people throughout our organisation must play their part in the creation of a safe and healthy environment for all.

Signed:  Date: 1<sup>st</sup> November 2017  
Iain Anderson  
Chief Executive Officer

### **3. Health & Safety Management System Components**

#### **3.1. Identifying Our Significant Health and Safety Risks**

The identification of our significant issues is an essential part of the Acorn Care and Education health and safety management system.

This policy requires our Senior Management Team to identify the risks associated with school related activities and to record these in an inventory. This register is subject to periodic review and update so that any new activity or potential risk may be actively managed.

Our current register of significant risks is available to all interested parties.

As part of our school's local health and safety management systems, each school is also required to develop and maintain a risk register that identifies the risks posed by its activities. Schools will use their inventories as a basis for their own risk assessment process.

Both types of inventory are subject to periodic update, audit and review.

#### **3.2. Identifying our Legal and other Regulatory Requirements**

Our Senior Management Team has established a procedure for identifying and accessing legal and other health and safety regulatory requirements that apply to the scope of Acorn Care and Education's activities.

A register of our legal and regulatory requirements is maintained and updated where necessary. This is subject to regular update and is used as part of our auditing process.

#### **3.3. Hazard Identification, Risk Assessment and Risk Control**

The Senior Management Team has established a procedure for the on-going identification of hazards, the assessment of risks and the implementation of control measures.

Each school is required to develop, document, maintain and review a range of risk assessments based upon the findings of their own register of significant risks.

The range of risk assessment topics will typically include:

- (i) Curricular activities
- (ii) Premises issues
- (iii) Employee tasks and issues
- (iv) Non-routine activities
- (v) Individuals owed greater levels of care
- (vi) Reasonably foreseeable emergency situations

### 3.4. Planning

The Senior Management Team has established a procedure for the development and maintenance of documented health and safety planning for achieving its strategic health and safety objectives.

Schools are required to develop and maintain a Health and Safety Plan that should form an integral part of their School Improvement Plan. Performance against the plan is reviewed on a regular basis.

Safety Committees will be important stakeholders in the health and safety planning process.

### 3.5. Structure and Responsibilities

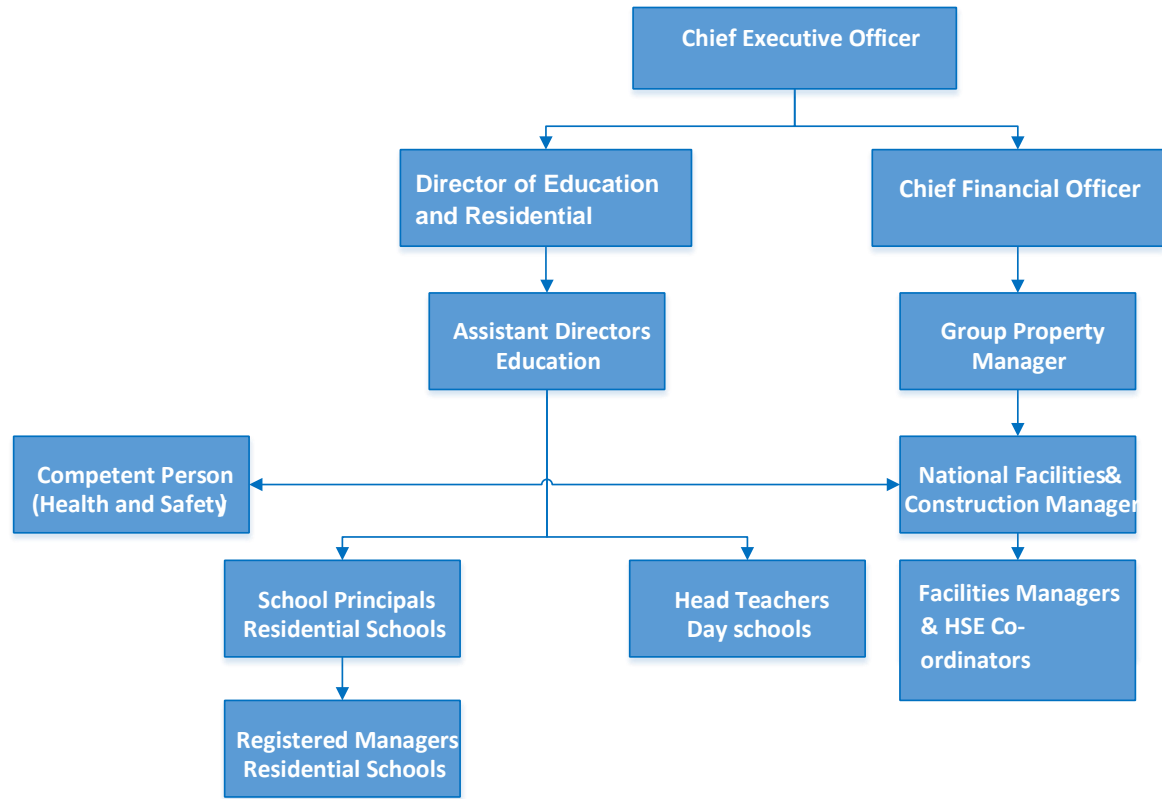
The responsibilities of personnel who develop policy, plan, implement or provide assistance for health and safety for Acorn Care and Education are defined within a combination of documents including:

- (i) Summary of key responsibilities (see below)
- (ii) Organisational chart (see below)
- (iii) Support documents that form part of this policy

### 3.6. Summary of Key Responsibilities

<b>Who:</b>	<b>Including:</b>	<b>Responsibility:</b>
Health and Safety <b>Policy Makers</b>	Chief Executive Officer, Director of Education and Residential, Assistant Directors Education, Group Property Manager	Overall responsibility for producing policy on health and safety at a strategic level, and to promote and maintain the school's health and safety management systems. Making sure that this policy is taken into account, as appropriate, when organisational decisions are made.
Health and Safety <b>Planners</b>	Executive Principals, Principals, Head Teachers, National Facilities and Construction Manager	Responsible for implementing and maintaining local policies and procedures. Putting in place management arrangements for the identification, elimination and control of hazards.
Health and Safety <b>Implementers</b>	School Senior Leadership Teams, Facilities Managers, Site Managers, Employees	Responsible for implementing local policies and procedures. Making sure that risk assessments are carried out and that workplace precautions developed in order to control risks are implemented.
Health and Safety <b>Assistance and Audit</b>	Health and Safety advisors, school safety coordinators	Assistance comes from those who are competent and trained to provide advice, information, auditing and support with regards to the management of health and safety and the requirements of associated legislation.

### 3.7. Organisational Chart – Acorn Care and Education Support for Schools





## **3.8. Roles & Responsibilities**

### **3.8.1. Chief Executive Officer**

- (i) To take overall responsibility for the implementation of the Acorn Care and Education health and safety policies.
- (ii) To support at all times the objectives of the Acorn Care and Education health and safety policies.

### **3.8.2. Director of Education and Residential**

- (i) To demonstrate commitment by taking a proactive approach in health and safety matters.
- (ii) To allocate resources to schools/homes to enable the requirements of this policy to be fulfilled.
- (iii) To ensure that procedures are in place for all school/home based employees to receive necessary health and safety training and in particular to ensure that detailed health and safety information, instruction and training is given to all new employees.
- (iv) To monitor and review the effectiveness of this policy.
- (v) To be aware of statutory health and safety requirements sufficient to discharge these duties.
- (vi) Ensure the strategic health and safety management system is subject to periodic internal audit and corrective actions are identified and remedied.
- (vii) To bring to the attention of the Acorn Board and Central Team the findings of any health and safety audit where matters of concern are raised.

### **3.8.3. Assistant Directors of Education**

- (i) To provide support and guidance to schools on the implementation of Acorn Care and Education Educational Visits and Activities Policy.
- (ii) Fulfil the role of Educational Visits Advisor for their respective schools and the approval of higher risk educational visits.
- (iii) To monitor and verify health and safety governance of their schools and to ensure the completion of all action plans from all health and safety related audits, surveys and inspections.
- (iv) To monitor the performance of schools and homes.
- (v) To liaise with members of the strategic team on health and safety issues in their schools.

### **3.8.4. Group Property Manager**

- (i) To provide strategic support on all property related management issues for all Acorn schools.

### **3.8.5. National Facilities & Construction Manager**

- (i) To support and assist the Assistant Director Education in the day to day coordination of the strategic health and safety management system.
- (ii) Specific management responsibility for the coordination of the strategic health and safety support team within the Central Team.
- (iii) To discuss any actions required with regard to health and safety concerns raised by any employee.
- (iv) To develop strategic health and safety objectives and develop an annual risk reduction plan.
- (v) Develop, organise and implement an annual strategic health and safety management plan.
- (vi) Measure the performance of the strategic and local health and safety management systems for schools and homes.
- (vii) Manage the delivery of strategic health and safety support to schools.
- (viii) Coordinate the activities of the Health and Safety Advisor.
- (ix) Report to the Assistant Director Education the performance of the strategic health and safety management system including internal audits, inspection and monitoring reports, accident data and school/home audits.
- (x) Assist in the implementation of strategic health and safety objectives and plans.
- (xi) Attend the Acorn Schools Safety Committee.

### **3.8.6. Health and Safety Advisor**

- (i) To provide support and guidance to schools on the implementation of Acorn Care and Education policies.
- (ii) To provide a first point of contact as 'Competent Person' for support and guidance to the Acorn Central Team on school and home health and safety issues.
- (iii) To carry out an annual internal audit on the strategic health and safety management system and report these findings to the Acorn Schools Safety Committee.
- (iv) To carry out health and safety audits on Acorn schools and homes. (v) To assist with accident investigation.

### **3.8.7. Executive Principals, Principals, Head Teachers & Registered Managers**

- (i) To oversee the implementation of Acorn policies in their school and/or home.
- (ii) To nominate a competent person to fulfil key health and safety roles as a co-ordinator.
- (iii) To recognise the importance of employee consultation on health and safety matters through health and safety committees.
- (iv) To demonstrate commitment by taking a proactive approach in health and safety matters, ensuring that health and safety is a standing agenda item at all appropriate meetings.
- (v) To ensure that all school based employees and other employees are aware of and undertake their duties and responsibilities with regard to health and safety.
- (vi) To ensure that procedures are in place for all employees to receive necessary health and safety training and in particular to ensure that detailed health and safety information, instruction and training is given to all new employees.

- (vii) To monitor and review the effectiveness of this policy and the school/home based health and safety policy.
- (viii) To report termly to Acorn Care and Education, identifying success in the prevention of work related accidents and illness and action taken to promote safety.
- (ix) To bring to the attention of the Acorn Central Team any serious health and safety matters of concern which may have implications for the school/home or for Acorn Care and Education.
- (x) To ensure that all accidents, incidents and ill health are reported in accordance with Acorn Care and Education procedures.
- (xi) To ensure that the school/home has an effective risk assessment process and that risk assessments are recorded, monitored and reviewed.

### **3.8.7. Employees**

- (i) To be familiar with the contents of the Acorn Care and Education Health and Safety Policy and their school's/home's Health and Safety Policy plus any other policies affecting their area of work.
- (ii) Co-operate on all health and safety issues including all relevant policies, procedures and safe systems of work.
- (iii) To assist as required with the carrying out of risk assessments.
- (iv) To report to the School/Home Management Team any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.
- (v) To attend training as directed and all briefings in respect of matters of health and safety and act upon the information, instruction and training given.
- (vi) To report to their Manager for any reason instructions on health and safety if for any reason they cannot be implemented.
- (vii) To cease work where there is imminent danger of harm and to report immediately to the School/Home Management Team.
- (viii) To use all plant, equipment, personal protective equipment and clothing in a safe manner and in accordance with instructions provided.
- (ix) To report to the School/Home Management Team equipment defects in accordance with established systems. To report anything where maintenance or repair is necessary.
- (x) To report all hazards, accidents, near misses and incidents of violence and aggression whether or not they result in injury or property damage in accordance with schools/homes procedures.
- (xi) Not to interfere with, or misuse anything, provided for health, safety or welfare.
- (xii) To behave in a manner at all times so as not to put themselves or others at risk.

## 4. Training, Awareness and Competence

The Acorn Care and Education Central Team will ensure that all Acorn employees are competent to perform the tasks that may impact on health and safety in the workplace. As part of this duty adequate health and safety training opportunities are available for all members of staff.

Procedures have been established to ensure that all employees at each level are aware of:

- (i) The importance of conformance to Acorn Care and Education policies;
- (ii) The consequences of their work activities and the benefits of improved performance;
- (iii) Their roles and responsibilities in achieving conformance to this policy;
- (iv) Procedures for any appropriate emergency response;
- (v) The potential consequences for departure from specific operating standards and procedures.

Training procedures take into account differing levels of responsibility, ability and levels of risk.

Head Teachers will ensure that adequate resources are allocated for health and safety training in schools.

Competent persons are defined as people with sufficient training and experience or knowledge and other necessary qualities to enable them to apply the provisions of health and safety legislation. Appropriate training will be given to enable them to fulfil this role.

## 5. Consultation and Communication

Procedures have been established for ensuring that health and safety information is communicated to and from employees and other interested parties.

The primary ways in which the Acorn Care and Education Central Team consults employees is via;

- (i) Health and safety bulletins
- (ii) School Visits
- (iii) Regional operations meetings
- (iv) Training

Employee involvement and consultation arrangements are fully documented in the Acorn Care and Education Procedures Manual.

## 6. Documentation and Data Control

Procedures have been established and maintained to control all documentation and data within the Acorn Care and Education health and safety management system including this manual, operating procedures, supporting guidance, forms and safety instructions.

This ensures that:

- (i) Documents and data can be located;
- (ii) It is periodically reviewed, revised and approved for adequacy by authorised employees;
- (iii) Current versions of documents and data are available at all required locations;
- (iv) Obsolete documents and data are promptly removed from service;
- (v) Archival documents and data retained for legal or knowledge preservation purposes are clearly identified.

## 7. Operational Control

The Acorn Central Team has established and approved documented arrangements, procedures and work instructions to control its identified risks.

These documents cover a wide range of issues including:

- (i) Maintenance and use of premises;
- (ii) Hazardous tasks;
- (iii) The use of sub-contractors and other external resources;
- (iv) Hazardous materials;
- (v) Maintenance of plant and equipment;
- (vi) Control of hazards that effect employee's health, safety and welfare.

## 8. Emergency Preparedness and Response

The Acorn Central Team has established and maintained procedures to identify the potential for, and responses to, reasonably foreseeable incidents and emergency situations and for preventing and mitigating the likely illness and injury that may be associated with them.

Emergency plans and procedures are subject to periodic review especially after the occurrence of incidents or emergency situations.

Arrangements are also in place to periodically test these procedures against predetermined schedules.

Each school is also required to develop their own responses to reasonably foreseeable emergency situations as part of their local safety management systems.

## 9. Performance Measurement and Monitoring

The Acorn Central Team has established procedures to monitor and measure strategic health and safety performance on a regular basis.

Schools are also required to measure their own performance using annual internal audits of their local management systems.

Key performance parameters have been identified that determine whether:

- (i) Health and safety policy and objectives are being achieved;
- (ii) Risk controls have been implemented and are effective;
- (iii) Lessons are learnt from management system failures, including accidents and near misses;
- (iv) Training and awareness programmes are effective;
- (v) Information that could help to review or improve health and safety performance is produced.

## 10. Accidents, Incidents, Non-Conformances and Corrective and Preventive Action

The Acorn Central Team has developed effective procedures for reporting and investigating accidents, incidents and non-conformances. The prime purpose of this procedure is to prevent further occurrence by identifying and dealing with the root causes.

This procedure defines the responsibilities and authorities for:

- (i) Reporting accidents, incidents, near misses and non-conformances;
- (ii) Recording and record keeping;
- (iii) Investigation and analysis of both accidents and near misses;
- (iv) Corrective and preventive actions;
- (v) Monitoring and communicating results
- (vi) Follow-up

## 11. Records and Records Management

Procedures have been developed for the identification, maintenance and disposition of health and safety records.

Health and safety records are stored and maintained to ensure that they are retrievable protected against damage, deterioration or loss. Retention times for all health and safety records are clearly defined.

## **12. Audit**

The Acorn Central Team is fully committed to the concept of health and safety management system auditing. The audit provides a comprehensive and formal assessment of Acorn Care and Education's conformity to its policies and procedures.

Audits are subject to formal scheduling and are carried out by competent personnel.

The results of audits are communicated to relevant parties so that corrective actions can be considered. Action plans of agreed remedial measures are developed and implemented together with follow-up monitoring arrangements.

## **13. Management Review**

The Acorn Central Team has developed a procedure to ensure that the strategic health and safety management system is subject to periodic management review.

The purpose of the management review is to assess whether the health and safety management system is being fully implemented and remains suitable for achieving the stated health and safety policy and objectives.

The management review process will also establish new or updated objectives for continual improvement and consider whether changes are needed to any elements of the Acorn Care and Education Schools Division Health and Safety Management System.