Our Rock Academy

Health and Safety Policy

" A nurturing, ambitious and inclusive school where every child feels known, valued and connected."

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Version Control

Date	Revisions

Policy Statement

The school adopts a proactive and proportionate approach to health and safety, ensuring that risks are assessed and managed through suitable and sufficient measures and that responsibilities are discharged by competent persons.

The proprietor of Our Rock Academy recognises their duty under sections 2 and 3 of the Health and Safety at Work etc. Act 1974 to ensure, so far as reasonably practicable, the health, safety and welfare of:

- Pupils (including those with SEND and disability needs).
- Staff (including trustees).
- Volunteers.
- Contractors.
- Visitors.
- Members of the public affected by our activities.

This policy applies:

- During normal school hours.
- During extended provision.
- During off-site visits and residential activities.
- During lettings or community use.

Monitoring and Review:

- This policy will be reviewed annually by the Headteacher and Proprietor.
- Accident trends, incidents and near misses will be monitored to identify areas for improvement.
- The school may also use external health and safety support or audits where appropriate.

Organisation and Responsibilities

Proprietor

The Proprietor holds ultimate accountability for health and safety. They will:

- Ensure compliance with statutory duties and Independent School Standards.
- Approve and review this policy annually.
- Ensure sufficient financial and human resources are allocated.
- Monitor accident trends and risk management systems.
- Appoint competent persons for health and safety .

Headteacher

The Headteacher is responsible for operational implementation and will:

- Ensure effective health and safety management systems.
- Ensure safeguarding and welfare systems align with health and safety.
- Ensure risk assessments are completed and reviewed.
- Oversee emergency planning and fire safety.
- Report regularly to the Proprietor.

The Business Development and Finance Manager

The Business Development and Finance Manager will:

- Coordinate risk assessments.
- Maintain accident and incident records.
- Ensure RIDDOR reporting.
- Arrange inspections and external audits.
- Monitor contractor compliance.
- Maintain training records.
- Oversee estate compliance.
- Coordinate access to competent health and safety advice, including external specialists where needed.
- Report regularly to the Headteacher.

Designated Safeguarding Lead

The Designated Safeguarding Lead will:

- Ensure safeguarding procedures integrate with health and safety systems.
- Ensure staff are trained in safeguarding and Prevent Duty.
- Ensure appropriate liaison with Medway Safeguarding Children Partnership (MSCP).
- Report regularly to the Headteacher.

All Staff

All employees must:

- Take reasonable care of themselves and others.
- Follow safe systems of work.
- Report hazards and incidents immediately.
- Attend mandatory training.

Risk Assessment

The school adopts a risk – based approach, ensuring that control measures are proportionate to the level of risk identified balancing safety with the need to support pupils learning and development.

All risk assessments will be suitable and sufficient in accordance with regulation 3 of the Management of Health and Safety at Work Regulations 1999

- Written risk assessments for premises, curriculum, SEND needs and vocational activities.
- Individual Behaviour Risk Assessments and Positive Behaviour Support Plans.
- Personal Emergency Evacuation Plans (PEEPs).
- Annual review of all central risk assessments.
- Termly review of high-risk areas.
- COSHH assessments.
- DSE assessments.
- Fire risk assessments (Outsourced to professional FRA company).
- Legionella risk assessments (Outsourced to professional water hygiene specialist company).
- Stress risk assessment.

SEND-specific risks considered include:

- Sensory processing difficulties.
- Medical vulnerability.
- Manual handling.
- Behaviour presenting risk.
- Transport arrangements.

Safeguarding and Welfare

The school works in accordance with:

- Keeping Children Safe in Education 2026.
- Working Together to Safeguard Children 2026.
- Working Together to Improve School Attendance 2026.
- Prevent Duty Guidance 2023.

All safeguarding concerns will be reported immediately to the Designated Safeguarding Lead.

The school maintains admission and attendance registers in accordance with statutory requirements and recognises that accurate attendance monitoring forms part of effective safeguarding practice.

First Aid and Medical Needs

The school will maintain:

- Adequate numbers of trained First Aiders.
- Paediatric First Aid where required.
- Individual Healthcare Plans.
- Secure medication storage.
- Emergency medication protocols.
- Body fluid spill kits.

First aid and accident records will include the treatment given and be kept in accordance with the school's records retention schedule.

Accident Reporting (RIDDOR)

The school will report incidents to the Health and Safety Executive in accordance with RIDDOR requirements.

Fire Safety

The school complies with the Regulatory Reform (Fire Safety) Order 2005.

Our Rock Academy maintains a separate **Fire Safety and Evacuation Policy** which sets out detailed arrangements for fire prevention, evacuation, fire drills, fire safety training, PEEPs, fire wardens, visitors, contractors, testing, maintenance and record keeping. This should be read alongside the school's Fire Risk Assessment and Emergency Evacuation Plan

Premises Management

In line with Independent School Standards (Part 5), the school ensures that all control measures and risk assessments are suitable and sufficient to manage identified risks.

- Safe heating, lighting and ventilation.
- Controlled hot water temperatures.
- Clean, hygienic toilet facilities.
- Safe drinking water.
- Asbestos management plan.
- Electrical inspection and testing.
- Legionella risk assessment.
- Secure perimeter.
- Fire alarm testing.
- Emergency lighting.
- Water hygiene monitoring.

Educational Visits

The school appoints an Educational Visits Coordinator (EVC).

Procedures include:

- Written risk assessments.
- Appropriate staffing ratios.
- Parental consent.
- Licensed transport providers.
- Emergency contact systems.

Contractors

All contractors must:

- Provide risk assessments and method statements where appropriate for the work being carried out.
- Comply with safeguarding procedures.
- Sign in and wear identification.
- Keep work areas separated from pupils wherever practicable, with suitable supervision and other controls when separation is not possible.

Security

The school operates:

- Visitor sign-in.
- ID badge and lanyard system.
- Supervised red-lanyard visitors.
- Lockdown procedures.

Manual Handling

The school will maintain:

- Risk assessments for pupils requiring physical support.
- Appropriate training where required.
- Inspection of hoists and specialist equipment.

Smoke-free Site

The school is always a smoke-free and vape-free site.

Training and Competence

The school will ensure that all health and safety duties are carried out by competent persons, defined as individuals with sufficient training, knowledge, experience and other qualities to enable them to perform their role, including:

- Induction training (Including H&S and Safeguarding).
- Role specific training (e.g. manual handling, first aid).
- Refresher training cycles.
- Training records maintained centrally.

Emergency Planning

- Lockdown procedures.
- Business continuity plan.
- Critical incident management.
- Communication protocols.

Wellbeing and Stress Management

The school recognises that staff wellbeing is an important part of health and safety and will provide appropriate support where possible, including workload monitoring and wellbeing support.

Appendix A: Operational Arrangements

Supervision of Pupils

- Professional judgement will take account of pupils' age, SEND profile, behaviour, communication needs, medical needs and the nature of the activity.

Staff Consultation and Reporting of Health and Safety Concerns

- Health and safety will be discussed through staff consultation arrangements and relevant concerns will be referred to the senior leadership team.
- All staff are expected to report hazards, defects, incidents, near misses and concerns immediately using the school's reporting systems so that timely remedial action can be taken.

Hygiene and Infection Control

- The school maintains daily cleaning arrangements for areas accessed by pupils and staff, and only approved cleaning materials will be used.
- Toilet and washing facilities will be maintained to a high standard of hygiene. Suitable sanitary disposal arrangements, handwashing facilities and drying arrangements will be available.
- Protective clothing, personal protective equipment and suitable disposal arrangements will be provided where necessary to manage bodily fluids, cross-contamination, intimate care and infection prevention.

First Aid Operational Arrangements

- The school will maintain first aid boxes in designated locations and portable first aid kits for off-site activities and educational visits.
- At least one suitably qualified first aider will be on site whenever pupils are present, and first aid arrangements for visits, sports, outdoor learning and vocational activity will be organised by the relevant lead member of staff.
- All first aid administered on site or during school-related activity will be recorded in line with the First Aid Policy and parents/carers will be informed as required.

Educational Visits and Transport

- Educational visits, off-site activities and residential visits will be planned and led in accordance with the Educational Visits Policy, OEAP guidance and any school-specific procedures.
- Visit planning will include suitable and sufficient risk assessments, clear staffing ratios, emergency contact arrangements, communication systems, first aid provision and appropriate parental consent.
- Transport used for pupils will be arranged through suitable and appropriately licensed providers. Where school staff transport pupils, drivers must be appropriately authorised, insured and competent.
- The school recognises that off-site visits may require additional consideration for pupils with SEND, medical or behavioural needs.

Behaviour, Positive Handling and Physical Intervention

- Health and safety arrangements will operate alongside the school's behaviour, safeguarding and positive handling procedures.
- Where a pupil presents behaviour that may place themselves or others at risk, appropriate individual risk assessments, behaviour support plans and staff guidance will be in place.
- Physical intervention will only be used in accordance with the law and the school's

Restrictive Intervention Policy, to prevent injury, serious damage or serious disorder. All restrictive interventions, physical interventions or use of reasonable force incidents will be recorded and reported in accordance with statutory requirements and school procedures.

Site Security and Visitors

- Visitors arriving during the school day must sign in using the school's visitor system, wear identification and follow safeguarding and supervision requirements while on site.
- Visitors who require supervision, must be accompanied at all times by a member of staff.
- Staff must report unidentified or suspicious persons immediately. Lockdown and intruder procedures will be implemented where necessary, and the police will be contacted in line with the school's emergency arrangements.

Premises and Environmental Safety

- The school will maintain safe heating, lighting, ventilation, hot water controls, doors, windows, flooring, drinking water and storage arrangements so that the premises remain suitable for pupils, staff and visitors.
- Walkways and circulation areas will be kept free from obstruction so far as is reasonably practicable, and defects will be reported promptly.
- Potentially harmful substances, tools and equipment will be securely stored and used only by authorised persons.

Manual Handling and Specialist Equipment

- Where pupils require physical support, moving and handling arrangements will be informed by risk assessment and, where appropriate, individual plans.
- Staff will receive suitable training in manual handling, use of specialist equipment, hoists and physical support strategies as required by their role.
- Specialist equipment will be inspected, maintained and used in accordance with manufacturer guidance and statutory requirements.

Contractor Management and Works on Site

- Contractors must follow safeguarding, signing-in and site safety procedures and provide risk assessments where appropriate.

Emergency Information and Fire Practice

- Fire and emergency evacuation procedures will be displayed in teaching spaces and prominent areas, and evacuation practice will be recorded and reviewed.
- Arrangements will identify who leads evacuation, how pupils requiring support will be assisted, and how cover is provided in the absence of key personnel.

Wellbeing, Occupational Health and Stress

- The school will monitor workload and work-related stress, respond to concerns raised by staff and seek occupational health advice where appropriate.

Training and Competence

- The school will consult with staff on health and safety matters through meetings, briefings and other appropriate communication systems.