

## **ALMOND COLLEGE**

### **HEALTH AND SAFETY POLICY**

#### **Introduction**

The Board of Governors and the School Management of Almond College acknowledge their responsibility to safeguard the health, safety, and wellbeing of all members of the school community. This includes employees, students, volunteers, contractors, visitors, and anyone else who may be affected by the school's activities.

Almond College is committed to meeting all applicable health and safety requirements and to continually improving standards in order to provide a safe, secure, and healthy environment for learning and work.

#### **Legal and Regulatory Framework**

Health and safety practice at Almond College is guided by applicable national health and safety legislation, recognised standards, and best practice. The school adopts a risk-based approach, meaning that reasonable and practical measures are taken to prevent harm, taking into account the level of risk, available resources, and the effectiveness of control measures.

All staff are expected to act responsibly, exercising care for their own safety and that of others, and to comply with health and safety instructions and procedures at all times.

#### **Policy Aim**

The aim of this policy is to explain how Almond College will fulfil its legal, moral, and professional duty to protect the health, safety, and welfare of all persons involved in or affected by school activities, as far as is reasonably practicable.

#### **Scope of the Policy**

This policy applies to all teaching and non-teaching staff, volunteers, contractors and service providers, visitors to the school premises, and all school-related activities, whether on or off site.

An effective health and safety framework supports high standards of education, protects people and property, and demonstrates Almond College's commitment to continuous improvement and responsible management.

#### **Statement of Commitment**

Almond College is dedicated to achieving and maintaining high standards of health and safety across all areas of school life. School leadership expects full cooperation from staff, students, visitors, and contractors in complying with this policy and related procedures.

To achieve this commitment, Almond College will, so far as is reasonably practicable:

- a. Involve staff and students in health and safety matters that affect them.
- b. Provide and maintain buildings, grounds, and facilities that are safe and fit for purpose.
- c. Ensure suitable welfare facilities are available for staff and students..
- d. Provide and maintain safe equipment, tools, and learning resources
- e. Identify hazards and carry out risk assessments for school activities and operations
- f. Put in place effective control measures and emergency procedures and ensure they are understood and followed
- g. Establish safe systems of work and learning
- h. Provide appropriate information, instruction, training, and supervision to enable individuals to work and learn safely
- i. Keep up to date with health and safety best practice, guidance, and legal requirements
- j. Monitor the health and safety performance of contractors working on behalf of the school

Where specific guidance is not already available, the school will apply the highest reasonable standards and work collaboratively to develop safe and effective practices.

Mrs. Funmi Bolarin

Executive Director

### **Roles and Responsibilities**

Health and safety is a shared responsibility across the Almond College community.

The Board of Governors is to provide strategic oversight and ensure appropriate resources are allocated for health and safety management. The Executive Director holds overall responsibility for health and safety and ensures this policy is implemented effectively. Senior Leadership Team supports the Director in monitoring compliance and promoting a positive safety culture. Health and Safety Lead advises school leadership on health and safety matters, coordinates risk assessments, and supports departments in identifying and managing risks.

Heads of Department, Pastoral Leaders, and Houseparents ensure health and safety procedures are applied within their areas of responsibility.

### **Health and Safety Committee**

Almond College operates a Health and Safety Committee made up of representatives from school leadership, staff, and relevant support services. The committee meets at least once per term to: tReview safety performance, discuss reported incidents and near misses, meet priorities for improvement, and monitor progress against agreed actions. Specialist advisers or contractors may be invited to attend meetings where necessary.

## **Health and Safety Arrangements**

The school has established procedures to manage health and safety effectively, including:

Risk assessment and hazard reporting, accident and incident reporting, emergency preparedness and evacuation procedures, fire safety management, first aid provision, contractor management and equipment maintenance and inspections. These arrangements follow a continuous improvement cycle of planning, implementation, monitoring, and review.

## **Continuous Improvement**

Almond College is committed to the ongoing development of its health and safety systems. Data relating to accidents, incidents, near misses, and safety concerns will be reviewed regularly to identify trends and areas for improvement, while encouraging transparent and honest reporting.

## **External Inspections**

The school recognises the authority of regulatory and inspection bodies responsible for health and safety oversight. All staff are expected to cooperate fully with authorised inspectors. Visits will be coordinated by the Health and Safety Lead, who will ensure that school leadership is informed and that any recommendations are reviewed and acted upon promptly.

## **Policy Review**

This policy will be reviewed following changes in legislation or guidance, after serious incidents or near misses, following inspection or audit recommendations, and when organisational or operational changes occur at least once annually.

Policy Author: Almond College Management

Date of Last Review: December 2025

Date of Next Review: December 2026