

**Health and Safety Policy**

|  |  |
| --- | --- |
| Published | September 2023 |
| Next Review | May 2025 |
| Review Frequency | Annually |

**Introduction**

Adventure in Learning is committed to ensuring the health, safety, and welfare of our pupils, staff, and visitors. This policy outlines our commitment to health and safety and sets out the procedures that we have in place to manage health and safety risks effectively.

**Legal Framework**

The Health and Safety at Work etc. Act 1974 places a legal duty on employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees and other people who may be affected by their work activities. Additionally, Adventure in Learning must comply with other health and safety legislation including but not limited to:

* Management of Health and Safety at Work Regulations 1999
* Workplace (Health, Safety and Welfare) Regulations 1992
* Control of Substances Hazardous to Health Regulations 2002
* Provision and Use of Work Equipment Regulations 1998
* The Electricity at Work Regulations 1989
* The Manual Handling Operations Regulations 1992
* The Personal Protective Equipment at Work Regulations 1992

**Roles and Responsibilities**

The health and safety of pupils, staff, and visitors is the responsibility of everyone at Adventure in Learning. However, to ensure that health and safety is managed effectively, specific roles and responsibilities have been allocated as follows:

* The Governance and Policy Lead is responsible for ensuring that the school complies with health and safety legislation and that adequate resources are made available to manage health and safety effectively.
* Due to our current location at Newburn Leisure Centre and any future similar locations, the Governance and Policy Lead will work in partnership with the Site Manager or person at each location who is responsible for implementing their health and safety policy and procedures. This will involve the Governance and Policy Lead, or a nominated deputy, carrying out specific Adventure in Learning risk assessments, and ensuring that appropriate control measures are put in place, that complement the relevant locations risk assessments.
* All staff are responsible for ensuring that they work safely and comply with the health and safety policy and procedures, reporting any health and safety concerns to the Governance and Policy Lead or the locations Site Manager, and participating in health and safety training as required.
* Pupils are responsible for following the school rules and instructions from staff to ensure their own safety and the safety of others.

**Risk Assessment**

To ensure that health and safety risks are identified and managed effectively, Adventure in Learning carries out risk assessments for all school activities, including off-site visits and trips. The risk assessments are reviewed regularly, or whenever there is a significant change to the activity, and updated as necessary. All risk assessments are documented, and the significant findings are shared with staff and relevant stakeholders, particularly where we share a location with other users.

**Safe Working Practices**

Adventure in Learning is committed to ensuring that all work activities are carried out safely. To achieve this, the school has implemented safe working practices, including but not limited to:

* The use of personal protective equipment (PPE) where required
* The safe storage and handling of hazardous substances
* The safe use of equipment and machinery
* Safe manual handling practices

**Staff Training and Competence**

To ensure that staff are competent in managing health and safety risks effectively, Adventure in Learning provides regular health and safety training to all staff. This includes but is not limited to:

* Manual handling
* Fire safety
* First aid
* Risk assessment
* Working at height
* COSHH

**Reporting of Accidents, Incidents and Near Misses**

Adventure in Learning has a duty to report certain accidents, incidents, and near misses to the relevant enforcing authority. All accidents, incidents, and near misses are recorded, investigated, and reported as necessary. Staff are required to report all accidents, incidents, and near misses to the Governance and Policy Lead/nominated deputy or the relevant locations Site Manager, as soon as possible.

**Emergency Procedures**

Adventure in Learning does not have specific emergency procedures in place but we will work with the relevant locations Site manager to ensure we are able to manage a range of incidents, including but not limited to:

* Fire
* Flood
* Intruders
* Bomb threats

All staff and pupils are made aware of the emergency procedures and are trained to respond appropriately in the event of an emergency.

**Monitoring and Review**

The effectiveness of this policy and its procedures will be monitored and reviewed regularly by our senior management team to ensure that they remain relevant, effective, and up to date. The Governance and Policy Lead is responsible for the review and amendment of this policy and will ensure that all staff are aware of any changes made.

As part of our commitment to continuous improvement, we will:

* Conduct regular risk assessments to identify any potential hazards or risks to health and safety within our environment.
* Ensure that all staff are appropriately trained in health and safety policies and procedures, and are aware of their individual responsibilities in relation to these.
* Working with the locations Site Manager ensure that we are part of any review and update of emergency procedures to ensure that they are fit for purpose and effective.
* Respond promptly to any health and safety concerns raised by staff, pupils, or parents, and take appropriate action to address them.
* Work closely with external agencies, such as the Health and Safety Executive, to ensure that we are complying with all relevant legislation and guidelines.
* Working with the locations Site Manager ensure that all accidents and incidents are recorded accurately and that appropriate action is taken to prevent a recurrence.

The effectiveness of this policy and its procedures will be reviewed annually by the Governance and Policy Lead and any necessary amendments will be made to ensure that the organisation remains compliant with current legislation and best practice.

**Conclusion**

At Adventure in Learning, we take the health and safety of our pupils and staff very seriously. We are committed to providing a safe and healthy environment for everyone who works or learns within our organisation. This policy outlines our approach to health and safety, and the measures that we have in place to prevent accidents and injuries from occurring. By adhering to this policy, we can ensure that our organisation remains a safe and enjoyable place to work and learn.

Reviewed – 20th May 2024