Flexi-School Dyslexia

Health and Safety Policy

Review Details.

Next Review Date - September 2027

Ratified by - Narinda Algar

Date Signed - September 2026

The law regarding health and safety policies.

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted with the employees and recognised trade unions and shown to an HSE Inspector if requested.

A robust safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the recording of particular arrangements to implement the policy encourage a clear approach to the management of health and safety.

Health and Safety at Work Act
1974
Health and Safety Policy Statement
of
Flexi-SchoolDyslexia

Statement of intent:
The Lead Teacher and Staff are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on FSD premises, or engaged in off-site activities(e.g. school trips, sports events etc.);
- ensure the premises for which they are responsible have safe access and egress 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: Narinda Algar. Signed: Matt Algar

Head Teacher: Narinda Algar Business Manager: Matt Algar

Date: 3rd September 2026 Date: 3rd September 2026

Employer responsibilities
Algar's Academy for Learning, as the employer, has a statutory duty in respect of health and safety to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Business Manager, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Business Manager will ensure the overall implementation of this policy.

Business 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 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 liaise with Lested Hall's landlord's property and infrastructure support and/or the building maintenance consultants and/or with contractors 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 Lead Teacher 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.

Tasks can be delegated to other members of staff but ultimately the responsibility remains with the Business Manager.

Lead Teacher and Founder's responsibilities:

• Responsibility for the health and safety of pupils lies with the Lead Teacher of the Provision, either as the employer of staff or because it controls the premises (or both);
• the Lead Teacher will promote a strategic overview for health and safety;
• the Lead Teacher will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises;
• the Lead Teacher will support and monitor health and safety within the provision;
• review and monitor the effectiveness of this policy;
• the Lead Teacher can consider appointing a member of staff to co-ordinate health and safety from a strategic point of view.

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 line manager and/or the appropriate member of staff;
• have a duty to report all health and safety concerns to the Head Teacher or their line manager.

Support Staff responsibilities:

Support Staff hold 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 Business Manager immediately;
• ensure that all work/break time duties under their control are undertaken in a safe manner;

• ensure that a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas;
• carry out a weekly test/check of the fire alarm;
• ensure all outside contractors are supervised if entering the establishment;
• fully co-operate with health and safety requirements.

The Business Manager will ensure that property matters for which the Parish Council as the owner has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use).

Safety Representatives
Safety representatives have the following functions:

- represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees;
- represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them;
- investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace;
- investigate complaints made by an employee they represent about their health, safety or welfare in the workplace;
- present the findings of investigations to the Lead Teacher;
- inspect the workplace;
- with at least one other appointed representative, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

Consultation with employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.
Health and Safety is a standing item on all staff meeting agendas.

Information, Instruction and Supervision
Under health and safety law, it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster is located on the Health and Safety noticeboard in the staffroom.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Business Manager or other delegated key members of staff
- The Business Manager will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

Competency for health and safety tasks and training

- The Office Manager will ensure that all staff undertake induction training.
- Training will be identified arranged and monitored by the Office Manager

- Staff are also responsible for identifying their own personal training needs and feeding this back to the Business Manager.
- Training records will be easily accessible for audit purposes and will be kept up to date. The Office Manager keeps training records for FSD.

Monitoring

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

Arrangements

School activities

- The Business Manager will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the Lead Teacher 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 Lead Teacher or their delegated responsible person.
- The Lead Teacher 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.

Visitors

- All visitors must report to the office , where appropriate arrangements for the signing in and out and identity labels will be provided.
- All visitors shall be made aware of the provision's fire arrangements in the event of a fire.
- All visitors shall be made aware of the provision's emergency procedures, including evacuation points.

Fire and emergency procedures

- The Business Manager is responsible for ensuring the fire risk assessments 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 the Support Staff.
- A record of these tests will be kept by the Business Manager.

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 to 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.

Maintenance of fire equipment
The Business Manager 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.

Bomb/suspect package alerts
Bomb alerts/ suspect packages will be dealt with in accordance with the Provisions emergency planning arrangements.

The Lead Teacher is responsible for ensuring the bomb alert procedures are undertaken and implemented. Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

First aid arrangements

- The Business Manager will ensure that there are an appropriate number of designated and trained first aiders in school.
- The Business Manager 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 Teacher to determine the above factors.
- The provision 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 FSD. 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 FSD policy.

Information Communication Technology

- The Business Manager will ensure that suitable arrangements are in place for the safe use of information communication technology.
- Where laptops are used, safe systems of work including charging and use of trolleys 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).

Legal requirements for premises

- The Provision 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.

Safe handling and use of substances

- The Business Manager is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The delegated responsible person, the Office Manager, will be responsible for undertaking COSHH assessments.
- The Business Manager will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH assessments.
- The Business Manager 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.

Inspection of premises, plant and equipment

- The Business Manager will arrange for formal inspections of the premises and equipment to take place three times a year and draw up an effective maintenance and improvement programme if necessary.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, Pastoral Support staff, Lead Teacher, the Office Manager, and the Business Manager using the example checklists.

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 by the property owners. This will include taking temperature readings, recording these in the logbook and de-scaling spray outlets as necessary.

Radon management

- The Head Teacher has a duty to safeguard the health and safety of themselves, staff and pupils so far as reasonably practicable. Monitoring of radon will be carried out in accordance with KCC and Health Protection Agency guidance.

List of risk assessments, policies and procedures to complement this policy: add or delete list as applicable to your school:

- asbestos management
- bomb alerts
- control of chemicals hazardous to health (COSHH)
- display screen equipment (DSE)
- drugs and alcohol
- electricity at work including portable appliance testing
- emergency planning
- fire – including responsibilities of the fire wardens
- first aid requirements
- infection control
- legionella
- lone working
- managing contractors
- manual handling
- off-site visits
- pedestrian and people movement
- playground supervision
- school events
- school facilities (swimming pools)
- slips, trips and falls
- violence and aggression
- working at height.

E1: Useful contacts

Kent County Council Health and Safety Unit
Email: healthandsafety@kent.gov.uk

Health and Safety Advice Line: Tel: 03000 418456
Location: Room 1.04 Sessions House, Maidstone, ME14 1XQ

Insurance and Risk Management
Lee Manser - Insurance Manager.

Tel: 03000416428, Email: lee.manser@kent.gov.uk Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

Staff Care Services

Occupational Health, Mediation Services, and Support Line. Tel: 03000 411411 Email: occupational.health@kent.gov.uk Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Health and Safety Executive, Location: International House, Dover Place, Ashford, TN24 1HU

Kent Fire & Rescue Service, The Godlands, Straw Mill Hill, Tovil, Maidstone, ME15 6XB Tel: 01622 692 121

RIDDOR Incident Contact Centre Website: www.riddor.gov.uk., Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only) Online reporting: https://www.hse.gov.uk/riddor/report.htm

Employment Medical Advisory Service (EMAS)

The Executive's Employment Medical Advisory Service (EMAS). Tel: 02089 958503, Location: PO Box 3087, London W4 4ZP

Association for Physical Education. Tel: 01905 855584, Email: enquiries@afpe.org.uk Website: http://www.afpe.org.uk/, Location: 117 Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

Sustainability & Climate Change Team, Deborah Kapaj – Sustainable Estates Programme Manager, Tel: 03000 410237, Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX