



Health and Safety Policy

Updated for 2025

This revised Health and Safety Policy reflects the Caldecott Foundation's commitment to high standards of health, safety, and welfare for all individuals associated with its operations – including residential homes, schools, and boarding provision. Given the charity's work with children who have experienced trauma, abuse, and have special educational needs – particularly autism – this document incorporates relevant legislative updates and sector best practices as of 2025.

1. Principles – Child-Centric and Inclusive Safety Standards

The safety and wellbeing of children in our care are paramount. All settings, including primary and secondary schools, must be physically and emotionally safe. We aim to create environments that feel nurturing, trauma-informed, inclusive, and free from avoidable risk. This policy acknowledges and is aligned with:

- The H&S safety at Work Act 1974 <https://www.hse.gov.uk/legislation/hswa.htm>
- The Management of H&S at Work Regulations 1999 <https://www.hse.gov.uk/pubns/hsc13.pdf>
- The Children's Homes Regulations 2015
<https://www.legislation.gov.uk/uksi/2015/541/contents>
- The Education Regulations 2014 <https://www.legislation.gov.uk/uksi/2014/3283>
- Keeping Children Safe in Education (KCSIE) 2025
https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf
- Supporting Pupils with Medical Conditions at School (DfE, 2023) [Supporting pupils at school with medical conditions](https://www.gov.uk/government/publications/supporting-pupils-with-medical-conditions)
- SEND Code of Practice (2015) and Autism Education Trust frameworks
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

2. Integration with School Legislation and Autism Inclusion

Health and safety protocols in Caldecott Foundation schools now reflect the additional needs of children with autism, trauma-related behaviours, and other SEND requirements. Measures include:

- Clear visual and auditory signage for neurodiverse learners.
- Environmental modifications to reduce sensory overload.
- Proactive behaviour support and trauma-informed de-escalation training.
- Individual Risk Assessments aligned with Education, Health and Care Plans (EHCPs).
- Fire drills and evacuations adapted to pupils with sensory sensitivities.

3. Fire Precautions

After consultation with the fire service for the area in which the home is located, the registered person must:

- Take adequate precautions against the risk of fire, including the provision of suitable fire equipment in the home or school;
- Provide adequate means of escape from the home/school in the event of fire;
- Make arrangements for persons working at the home/school to receive suitable training in fire prevention; and
- Ensure, by means of fire drills and practices at suitable intervals, that persons working at the home/school and, so far as reasonably practicable, children are aware of the procedure to be followed in case of fire.
- A record must be kept of every fire drill or fire alarm test conducted, with details of any deficiency in either the procedure or the equipment concerned, together with details of the steps taken to remedy that deficiency.

The Caldecott Foundation complies with Fire Safety Regulations. This includes:

- the evacuation strategy for the building
- instructions on how to report a fire (e.g. use of 999 or 112, the correct address to give to the fire and rescue service, etc.)
- any other instruction that tells residents and pupils what they must do when a fire has occurred
- Personal Emergency Evacuation Plans (PEEPs) for all vulnerable individuals.
- The maintenance of fire fighting equipment and alarm systems
- The provision of Fire Plans on display at the site of the alarm panel and in grab bags/secure fire box

The Caldecott Foundation provides the following information about fire doors to staff members and children and young people:

- fire doors should be shut when not in use
- Ensure that staff members are proactive and informing children and pupils that they should not tamper with self-closing devices on fire doors

- Education and Residential staff members should report any fault with, or damage to, fire doors immediately to the Responsible Person
- Regular checks are made on fire doors
- Defects in the doors, frames and self-closing devices should be rectified as soon as reasonably practicable.

4. The Caldecott Foundation's Health & Safety Policy

4.1 Introduction

The overall responsibility for the health & safety of employees of the Caldecott Foundation is that of the Chair of Trustees through the Chief Executive.

The Foundation will comply with the Health & Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999. In addition, the Foundation will maintain an ongoing awareness of and compliance with any relevant changes to health and safety law, approved codes of practice (ACOPs) and guidelines to provide and maintain working conditions up to and beyond the required standard of safety and health. It is acknowledged that sufficient provision will be required to meet these needs in terms of time and finance.

The objective of this policy is to attain and maintain high standards of health and safety performance throughout the Caldecott Foundation and detail the standards expected of employees and subcontractors who undertake work on its behalf.

The Duties of the Chief Executive Officer

The Chief Executive Officer is the responsible person and will ensure that:

- Health and safety is promoted in a positive way with a continuing commitment to improvement;
- The management of health and safety within the company is periodically audited to ensure high standards of health and safety performance are maintained;
- Areas where improvements are required are identified and acted upon;
- The Manager of Health & Safety shall report to the Audit & Risk Committee on a quarterly basis to allow Board of Trustee oversight of Health & Safety Matters throughout the Caldecott School, boarding provision and residential homes.

The responsible person will be responsible overall for the health, safety and welfare of all employees of the company and for fulfilling all legal duties imposed on them as the employer by relevant legislation.

Employees are deemed to be those persons who undertake any work on behalf of the company. In recognition of the legal duties imposed on them, the responsible person will ensure:

- Adequate resources are available to enable legal and moral obligations to be met;
- Effective implementation of the Health and Safety Policy;

- Effective communication routes are maintained throughout the company to ensure that employees are aware of the company health and safety policy, their own individual responsibilities and other health and safety matters as they arise;
- Safe working systems are implemented, and all work equipment and materials are safe and suitable for the work for which they are to be used;
- All new employees receive adequate induction training and mandatory health and safety training as soon as is reasonably practicable after joining the company; this training will be refreshed annually;
- Suitable and sufficient assessments are undertaken for work activities to identify and implement effective control measures required to eliminate, reduce or control the risk of harm;
- The results of these assessments are effectively communicated within the company and to others who may be affected by the activity;
- All injuries, diseases and dangerous occurrences involving employees of the company or members of the public are recorded, investigated and, where appropriate, reported as required under RIDDOR 2013;
- Accident or dangerous occurrence reports are scrutinised to ensure that corrective action is taken as necessary;
- Effective communication routes are maintained throughout the company to ensure that employees are aware of the company safety policy and other health and safety matters as they arise;
- Immediate action is taken in respect of:
 1. Prohibition and Improvement Notices from enforcement agencies;
 2. Concerns by employees or others of health and safety standards;
 3. Accidents, incidents and near misses involving members of the company.
- Registers and records as required by current legislation are maintained;
- The Health and Safety Policy is continually reviewed to ensure it meets the requirements of current legislation and reflects the activities of the company.

This document states our policy on health and safety and describes the organisational responsibilities and arrangements for carrying out the policy.

This policy comprises three sections:

1. A general statement of intent, which sets out aims and objectives of the policy;
2. Organisational responsibilities, which allocate responsibilities for health and safety to specific job roles in the organisation;
3. Organisational arrangements, which summarise how the policy aims are to be achieved.

4.2 General Statement of Intent

We recognise it is a legal and moral duty to protect the safety, health and welfare of all employees and any other person who could be affected by the actions of the company in its day-to-day running of the business.

We will ensure that duties required under the Health and Safety at Work Act 1974 and Regulations 3 and 5 of the Management of Health and Safety at Work Regulations 1999 are met by:

- Providing, so far as is reasonably practicable, a safe working environment without risk, including lighting, heating, ventilation and workspace, together with adequate facilities for staff such as washroom facilities;
- Providing safe access and egress from all places of work;
- Providing suitable equipment and systems of work which are safe and without risk to a person's health;
- Providing information, instruction, training and supervision to enable employees to identify and avoid hazards and to contribute positively to their own health and safety at work;
- Providing arrangements for the safe use, storage and transport of articles and substances;
- Ensuring every adult takes reasonable care for their own safety and health and for that of any other person their actions may affect.

We will endeavour to develop and maintain a culture supportive of health and safety. By doing so it aims to achieve adequate control over risks and to minimise injury to employees and other situations, which can arise from avoidable unplanned events. Only competent people will be appointed to assist in meeting statutory duties, and where appropriate, this may include specialists from outside the organisation.

4.3 Organisational Responsibilities

The objectives of this policy are fundamental to our business and the Departmental Heads for each section of the Caldecott Foundation are responsible for ensuring that the requirements of this policy are achieved. These persons are responsible for ensuring safety is taken seriously across the whole organisation.

The Registered Manager has responsibility for implementing the specific arrangements made under this policy throughout any of the Caldecott Foundation residential homes and the Head teacher will do the same for Caldecott Foundation schools and the boarding Provision. All staff are expected to read the relevant sections of the policy, familiarise themselves with its provisions and carry out their defined responsibilities.

Employees and sub-contractors are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation and the arrangements for staff consultation and feedback.

All employees and subcontractors have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. They must also co-operate so far as is necessary to enable them to comply with their duties or requirements imposed by law. All members of staff are reminded that a breach of this duty could constitute a disciplinary offence.

Specifically members of staff are expected to:

- Ensure their own health and safety and that of others who may be affected by actions that they do or not do
- Observe our health and safety policy and procedures
- Make correct use of protective clothing and safety equipment provided for the safe completion of work related tasks;
- Attend training as required and put into practice any advice and guidance given on this training;
- Report to line managers any shortcomings, defects or hazards in working practices, equipment or processes that may be a risk to the health and safety of themselves or others during their job;
- Report any incident or accident, including near misses however slight to their line manager immediately to enable any necessary action to be taken;
- Always assist in maintaining good housekeeping standards within the workplace;
- Co-operate and assist in the effective completion of risk assessments with their line manager and carry out any actions that may be required under the risk assessment process.

4.4 Organisational Arrangements

Information, Instruction and Training

Responsibility for staff to be informed on health and safety issues will lie with the Heads of Department for residential, school and Fostering.

Risk Assessment and Safe Systems of Work

Heads of Departments must ensure that any activities or leisure pursuits in which children participate are, so far as reasonably practicable, free from avoidable risks and, on a day-to-day basis, adults should take reasonable precautions and make informed judgements about when to allow children to participate in an activity.

Excessive caution is unnecessary, and children should be provided with the opportunity to take risks proportionate to their age and level of understanding and in light of assessments, historical knowledge and plans/strategies that are in place, e.g., where the behaviour or choices that have already been made by a child are poor or have placed them or others at risk or caused injury, harm or damage to property, adults must take this into consideration when planning activities. For additional guidance regarding risk assessments for activities. Registered Managers and Group Leaders of any activities, trips or holidays must decide whether or not the proposed activity, trip or holiday is categorised as a high-risk activity. See [Leisure and Activities Procedures, Guidance re Risk Assessments](#).

The same principles apply to risks in the home. Registered managers should exercise sensible precautions about the home that a parent would, ensuring the there is a homely environment that allows a certain degree of freedom. Where children demonstrate or are assessed as being able to undertake everyday activities, e.g., preparing meals or looking after their own medication, they should be encouraged to do so. Rules regarding a safe environment are adhered to safely, taking account of the purpose of the home, age, understanding and known history of the children.

The Home's Manager, in consultation with the Health & Safety Manager, if required, will be responsible for completing specific risk assessments on new or expectant mothers as laid down by the Management of Health and Safety at Work Regulations.

5. Commitment to Ongoing Review and Safeguarding Integration

The Health & Safety Policy will be reviewed annually, or sooner if legislation or operational context changes. It is aligned with safeguarding, equality, and trauma-informed care frameworks. Board oversight, staff consultation, and child-appropriate communication methods ensure that everyone's voice is heard in sustaining a safe and supportive environment.

Home's registered managers must ensure that any activities or leisure pursuits in which children participate are, so far as reasonably practicable, free from avoidable risks, and, on a day-to-day basis, adults should take reasonable precautions and make informed judgements about when to allow children to participate in an activity. Excessive caution is unnecessary, and children should be provided with the opportunity to take risks proportionate to their age and level of understanding and in light of assessments, historical knowledge and plans/strategies that are in place, e.g., where the behaviour or choices that have already been made by a child are poor or have placed them or others at risk, causing injury, harm or damage to property, adults must take this into consideration when planning activities. You can seek further guidance on risk assessments for various activities. Registered Managers and Group Leaders of any activities, trips or holidays must decide whether or not the proposed activity, trip or holiday is categorised as a high-risk activity.

See [Leisure and Activities Procedures, Guidance re Risk Assessments](#).