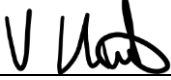




New Leaf Centre

HEALTH AND SAFETY POLICY

Approved by	
Name:	Vicky Hunter
Position:	Operations Director
Signed:	
Date:	Sept 2024

REVIEW SHEET

Each entry in the table below summarises the changes to this Policy and procedures made since the last review (if any).

Version Number	Version Description	Date of Revision
1	Original	SEPT 2024

Introduction and Statement of Intent

New Leaf Centre, Alternative Provision (Referred to as New Leaf Centre hereafter) recognises that ensuring the Health and Safety of staff, pupils and visitors is essential to the success of our settings.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill-health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum.
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing adequate information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the settings.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The policy applies to all relevant New Leaf Centre activities and is written in compliance with all current UK health and safety legislation.

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met.

All Directors, staff, visitors, and pupils will take their role in its implementation.

Review Procedures

This policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Directors for acceptance

2. Review Procedures

2.1.1 To achieve compliance with the Statement of Intent, the New Leaf Centre Senior Management Team (Directors) will have additional responsibilities assigned to them as detailed in this part of the policy.

2.1.2 An organisational chart for Health and Safety Management is available in **Appendix 1.(to add)**

2.2 The Directors

2.2.1 The Directors of New Leaf Centre are responsible for ensuring that:

- a. The health and safety policy statement is clear, and it promotes a positive attitude towards safety and health for staff and pupils.
- b. Senior Managers are aware of their health and safety responsibilities and have sufficient experience, knowledge and training to perform the tasks required.
- c. Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
- d. Sufficient funds are set aside with which to operate safe working practices.
- e. Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

2.3 Senior Managers (Management Team)

2.3.1 To be accountable to the Directors for the effective implementation of this policy.

2.3.2 Ensure the policy's objectives are fully met by

- a. Plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b. Providing final authority on matters concerning health and safety at work.
- c. Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.
- d. Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy where appropriate.

2.4 Managers Responsible for Health and Safety

2.4.1 The Management Team, working in conjunction with the appointed Health and Safety Director will ensure:

- a. This policy is communicated and made available to all relevant people.
- b. Appropriate information on significant risks is given to visitors and contractors.
- c. Appropriate consultation arrangements are in place for staff and their safety representatives.
- d. All staff are provided with adequate information, instruction and training on health and safety issues.

- e. Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
- f. Risk assessments of the premises and working practices are undertaken.
- g. Safe systems of work are in place as identified from risk assessments.
- h. Emergency procedures are in place.
- i. Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- j. Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, near misses etc.
- k. Arrangements are in place to inspect the premises and monitor performance.
- l. Accidents are investigated, and any remedial actions required are taken or requested.
- m. The activities of contractors are adequately monitored and controlled.
- n. A report to the responsible Director on the health and safety performance of the setting is completed and reviewed termly.

2.5 Staff Holding Posts/Positions of Special Responsibility

2.5.1 This includes the Senior Management Team and Directors.

They must:

- a. Apply New Leaf Centre's Health and Safety Policy to their area of responsibility and be directly responsible to the Senior Management Team and Directors for the application of the health and safety procedures and arrangements in their areas of responsibility.
- b. Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c. Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to Directors and the Health and Safety Lead.
- d. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e. Resolve health, safety and welfare problems that members of staff refer to them, and refer to Senior Management Team any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g. Ensure the provision of sufficient information, instruction, training and supervision to enable employees and pupils to manage risks, avoid hazards and contribute positively to their health and safety.
- h. Ensure all accidents, incidents and near misses are recorded and investigated appropriately.
- i. Include Health and Safety performance in the annual report for Directors.

2.6 All Teaching staff

2.6.1 Teachers are responsible for:

- a. Exercise adequate supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

- b. Follow the health and safety procedures applicable to their area of work.
- c. Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d. Ensure the use of personal protective equipment and guards where necessary.
- e. Make recommendations to the appropriate member of the Senior Management Team on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with Curriculum requirements for safety education.
- g. Ensure that personal items of equipment (which require plugging into an electrical socket) or mechanical items likely to be dangerous or harmful, or any proprietary substances are not brought into the premises without prior authorisation.
- h. Regularly check their classrooms for potential hazards and report any observed to the appropriate senior Managers
- i. Report all accidents, defects and dangerous occurrences.

2.7 Catering

2.7.1 Any member of staff delivering catering sessions should:

- a. Be familiar with the school Health and Safety Policy and other associated policies.
- b. Prepare risk assessments for all catering activities.
- c. Ensure that everyone involved is instructed and informed to work following policies, risk assessments, and procedures in place.
- d. Inform of any potential hazards or defects. e. Be familiar with the current Food Safety legislation and the implications so far as the setting is concerned.

2.9 All staff

2.9.1 All employees must:

- a. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b. Observe all instructions on health and safety issued by the Governing Body, or any other person delegated to be responsible for a relevant aspect of health and safety.
- c. Follow the guidance given in Health and Safety training received.
- d. Report all accidents and near misses as per the reporting procedure.
- e. Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g. Inform their Line Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.
- h. Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.
- i. Exercise good standards of housekeeping and cleanliness.
- j. Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.

k. When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

2.10 Contractors and visitors

2.10.1 All visitors (including contractors) must report to reception and sign in on arrival.

2.10.2 Visitors and contractors must report any injuries to their host as soon as possible.

2.10.3 When the premises are used for purposes not under the direction of Senior Management Team e.g. the provision of cleaning, then, subject to the explicit agreement of the Directors, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

2.10.4 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform Senior Management Team and/or Directors of any risks that may affect the premises, staff, pupils and visitors.

2.10.5 All contractors must be aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.

2.10.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, senior Managers or their representative will take such actions as are necessary to protect the safety of staff, pupils and visitors.

2.11 Pupils

2.11.1 Pupils, in accordance with their age and aptitude, are expected to:

- a. Exercise personal responsibility for the health and safety of themselves and others.
- b. Observe standards of dress consistent with safety and/or hygiene
- c. Observe all the health and safety rules of MOI, and particularly the instructions of staff given in an emergency.
- d. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3. Arrangements

3.1 Introduction

3.1.1 The following procedures and arrangements have been established within our settings to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

3.1.2 The list provides a summary of all the key Health and Safety arrangements applicable to the settings.

3.2 Accident and Incident Reporting

3.2.1 All staff are required to ensure that all accidents are reported to designated responsible person who will ensure that the accident is investigated and reported to the Senior Management Team, Directors and the Health and Safety Executive as appropriate.

3.2.2 All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps are taken to prevent a more serious reoccurrence.

3.3 Contractors

3.3.1 The Director appointed as the Health and Safety Lead is responsible for the selection and management of contractors in accordance with the Centre's Managing Contractors' Policy.

3.4 Curriculum Safety (including off-site learning activities)

3.4.1 All curriculum Managers are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

3.4.2 The risk assessments must be made known to all teaching and support staff and reviewed regularly.

3.4.3 Guidance from CLEAPSS, AfPE and other lead bodies should be adopted as appropriate.

3.5 Display Screen Equipment

3.5.1 Senior Management Team are responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

3.5.2 Regular laptop users will be provided with docking stations.

3.5.3 Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

3.6 Educational Visits and Journeys

3.6.1 Senior Management Team is responsible for appointing and providing them with suitable training and the necessary resources for them to complete their duties.

3.6.2 Senior Managers are responsible for ensuring that all outings are managed in accordance with the school policy for Educational Visits.

3.6.3 Staff involved in educational visits should be familiar with the Educational Visits Policy.

3.7 Electrical Safety

3.7.1 The Directors are responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

3.7.2 The Senior Managers will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

3.7.3 All staff must be familiar with setting procedures and report any problems to the Centre Manager. Staff must not bring electrical equipment into the setting and connect or use it without the permission of Senior Managers.

3.8 Fire Precautions and Emergency Procedures

3.8.1 Senior Managers are responsible for ensuring:

- a. That a Fire Risk Assessment is completed and reviewed annually.
- b. The New Leaf Centre emergency plan and evacuation procedures are regularly reviewed.
- c. All staff complete Fire Safety Awareness.
- d. A Fire drill is completed every term and any learning or feedback from this is acted on.
- e. The preparation of Personal Emergency Evacuation Plan (PEEP) for staff and/or pupils with special needs.

3.8.2 The Senior Managers are responsible for:

- a. The maintenance and inspection of fire safety systems and reporting significant findings
- b. The maintenance of exit/escape routes and signage.
- c. Supervision of contractors undertaking hot work.

3.8.3 All staff must be familiar with the school Fire Risk Assessment, the emergency evacuation plan and the Fire Management policy.

3.9 First Aid

3.9.1 The names of the qualified First Aiders are displayed prominently

3.9.2 First Aid supplies are kept in the office and it is ensured that stocks of supplies are kept up to date.

3.9.3 All staff must be familiar with the arrangements for First Aid provision and the First Aid and Administration of Medicines Policy.

3.10 Hazardous Substances

3.10.1 Senior Managers are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

3.10.2 Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

3.10.3 All staff are reminded that no hazardous substances should be used without the permission of SMT. A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.

3.10.4 Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

3.11 Inclusion

3.11.1 New Leaf Centre is an inclusive setting and all teaching and support staff should be familiar with this policy and supporting guidance.

3.11.2 The Senior Managers are responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEND.

3.11.3 All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

3.11.4 The SENCO must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.

3.11.5 Where it is considered essential to exclude a pupil from all or part of activity this exclusion must be authorised by Senior Managers.

3.12 Lone Working

3.12.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.

3.13.1 Premises and cleaning staff may be regular lone workers, but staff may also work in isolated classrooms/offices after regular hours or during holiday times.

3.13.3 Any member of staff working after hours on the premises must notify Senior Managers of their location and intended time of departure.

3.13.3 Lone workers should not undertake any activities which present a significant risk of injury.

3.14 Managing Medicines and Drugs

3.14.1 No pupil is allowed to take medication on the site without a letter of consent from parent/carer.

3.14.2 Staff must notify appropriate person if they believe a pupil to be carrying any unauthorised medicines/drugs.

3.14.3 The First Aid and Administration of Medicines provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

3.15 Maintenance and Inspection of Equipment

3.15.1 The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedure

3.15.2 Senior Managers will ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

3.15.3 All faulty equipment must be taken out of use and reported. Staff must not attempt to repair the equipment themselves.

3.16 Manual Handling and Lifting

3.16.1 Senior Managers will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.

3.16.2 No member of staff should attempt to lift or move any heavy furniture or equipment themselves

3.16.3 Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

3.16.4 Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

3.18 Personal Protective Equipment (PPE)

3.18.1 Where the need for PPE has been identified in risk assessments, it is the Senior Managers' responsibility to ensure adequate supplies of suitable

PPE. 3.18.2 Where a need for PPE is identified by risk assessment, staff and pupils should wear PPE as per instructed on the risk assessment.

3.18.3 Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action, unless an exception has been agreed in advance for a medical or related reason.

3.18.4 PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, these should be brought to the attention of the Senior Management Team.

3.19 Risk Assessments

3.19.1 It is the Senior Manager's responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from the setting's undertakings.

3.19.2 The Senior Managers are responsible for ensuring the responsibility for completing risk assessments

3.19.3 SMT will ensure that risk assessments are completed by all staff who organise and lead Educational Visits.

3.20 Security

3.20.1 The Senior Management Team is responsible for the security of the site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

3.20.2 The Senior Management Team is also responsible for the security of the site after normal hours use.

3.20.3 Staff must query any visitor on the premises who is not wearing a visitor lanyard and escort them back to reception.

3.20.4 If an intruder becomes aggressive staff should seek assistance.

3.20.5 New Leaf Centre will not tolerate violence, threatening behaviour or abuse towards staff or others in the community. Where a parent or guardian has been found guilty of this and banned from the setting, then further meetings should only be held virtually or by phone, if this is not possible, then these should take place in the reception area where assistance is available. SMT should be notified in advance of these meetings where possible.

3.20.6 Incidents of verbal abuse or threatening behaviour by parents/carers, visitors or pupils must be reported immediately to Senior Managers and the requirements set on section 3.30 should be followed.

3.21 Smoking and vaping

3.21.1 It is illegal to smoke or vape anywhere within the premises.

3.21.2 Signage to indicate that smoking and vaping is not permitted is displayed in conspicuous areas.

3.22 Training and Development

3.22.1 The Senior Managers are responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training.

3.22.2 All new staff will receive specific information and training as part of their induction process. Checks will be made regarding the knowledge of temporary or agency staff in school for short periods, to ensure that they have the requisite knowledge of Health and Safety and evacuation procedures.

3.22.3 All staff will receive Health and Safety, Fire Safety awareness training on an annual basis.

3.22.4 Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

3.22.5 Health and safety will be a regular agenda item for staff meetings.

3.23 Stress and Wellbeing

3.23.1 The Directors and the SMT are responsible for taking steps to reduce the risk of stress in the settings by taking measures to ensure colleagues are supported through:

- a. A collaborative environment in which there is good communication, support, trust and mutual respect.
- b. The provision of training to enable them to carry out their jobs competently.
- c. Control to plan their work and seek advice as required.
- d. Involvement in any significant changes.
- e. Clearly defined roles and responsibilities.
- f. Consideration of domestic or personal difficulties.
- g. Individual support, mentoring and referral to outside agencies where appropriate.

3.24 Visitors

3.24.1 All visitors must sign in and out at the reception desk. This includes parents/carers and peripatetic teachers/specialists. A visitor badge will be issued which must be worn at all times and displayed in the visitor lanyard whilst on the premises.

3.24.2 Visitors will be made aware of the emergency procedures and other safety information relevant to them.

3.24.3 Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs.

3.25 Working at Height

3.25.1 The Senior Managers are responsible for the purchase, maintenance and use of all ladders on the premises.

3.25.2 All ladders conform to BS/EN 131 standard.

3.25.3 The Senior Managers are also responsible for completing risk assessments for all working at height tasks on the premises.

3.25.4 Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.

3.25.5 When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted.

3.25.6 Do not work at height when you are alone.

3.25.7 Your knees should be no higher than the top platform of the ladder.

3.25.8 Never overreach. Try always to keep one hand free on the ladder to steady yourself.

3.26 Control of Infections

3.26.1 The Senior Managers are responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

3.26.2 Staff are responsible for complying with the Control of Infections Policy.

3.27 Harassment, Violence and Aggression

3.27.1 Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the school community, and all visitors can be confident that they are operating within a safe environment;

3.27.2 Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from pupils and others to staff;

3.27.3 Government guidance from the Department for Education and the Health and Safety executive are taken into account when risk assessments are completed;

3.27.4 Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault;

3.27.5 Individual pupil risk assessments or Care Plans will be completed when necessary;

3.27.6 Regular reviews to monitor the effectiveness of the control measures are completed

3.27.7 The design of the setting premises will take into consideration the risks of violence, aggression and harassment;

3.27.8 Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities;

3.27.9 Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure;

3.27.10 If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

3.27.11 To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

3.28 New and Expectant Mothers

3.28.1 Staff that is a new or expectant mother should notify their line manager as soon as practicable.

3.28.2 The Senior Managers are responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

3.28.3 The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

3.28.4 New Leaf Centre should consider these risks when completing the risk assessment:

- a. Working with hazardous substances
- b. Stressful environments
- c. Movement around the site (including stairs and distances between classrooms etc.)
- d. Doing duties that involve physical effort which might be too arduous;
- e. Standing for long periods

- f. Inherent risks in certain subjects
- g. Manual Handling
- h. Working in a confined working space
- i. Using an unsuitable workstation
- j. Infectious diseases
- k. The provision of appropriate sanitary and rest facilities.

3.29 Supervision of pupils

3.29.1 Staff will actively promote sensible, safe behaviour to pupils;

3.29.2 Dangerous or risky behaviour displayed by pupils will be addressed and dealt with according to the setting guidelines

3.29.3 Pupils will only be allowed into or stay in classrooms under adult supervision;

3.29.4 Appropriate supervision of cloakrooms and toilet access will be in place at busy times;

3.30 New Leaf Centre will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

Conclusions

This Health and Safety policy reflects the setting's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy. This Policy is supported by other associated policies that explain how New Leaf Centre manages specific issues