



Policy Name: GSP03 Health & Safety Policy
Written by: Jennifer Parry Edited by: David Mitchell

Review history date	Review Date	Coordinator	Proprietors Nominated Person
15 th June 2023 15 th June 2024 12 th August 2024	1 st September 2025	David Mitchell	Declan Tuer

Our School

Greenfields School is an independent special school for young people with Social, Emotional and Mental Health (SEMH) difficulties for both boys and girls aged 9-16 years old. The school is registered for up to 30 learners and consists of 2 small primary style transition classes to provide a nurturing environment to develop and progress throughout the learning journey and the pupils transition to Secondary education; as well as providing English, Maths, Science, Expressive Arts, Humanities, PSHE and PE lessons for our older students. We are a school that is able to support children and teenagers who suffer with trauma or mental health problems and whose troubled behaviour acts as a barrier to learning. Located in Newport we therefore benefit from some amazing community spaces where we enhance our curriculum with equestrian skills, free running, farm skills, pottery painting, outdoor learning, swimming lessons, boxing and fitness classes. All the staff at Greenfields School are committed to creating a setting which not only focuses on academic success, but also provides our learners opportunities to develop their social, communication and independent skills.

Mission Statement:

Preparing learners for the future by providing a sustainable outstanding educational experience where all learners realise pursue and achieve their full potential, enabling them to thrive as adults.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. We will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our students, school personnel and visitors to the school.

Policy Aim

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, learners and others who may be affected by our work activities.

Policy Objectives

- to conduct all our activities safely and in compliance with legislative standards
- to provide safe working and learning conditions
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them
- to be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- to promote the principles of sensible risk management which enables innovation and learning

School will

DM/GREENFIELDS/V7/2024

Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards.

Promote health and safety training to ensure competence and awareness

Develop and communicate information on sensible risk management and safe working practices.

Require all employees and encourage and support all learners to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.

Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional curriculum area or training.

Greenfields School adopts a planned risk-based approach to health and safety management based on the principles of sensible risk management.

This involves:

- Assessment of hazards and associated risks
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics, including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members
- Provision of information, instruction, training and protective equipment to staff (and learners where required)
- Review of risk assessments, policies, procedures and practices at regular intervals, and where additional information is gained through monitoring or following an incident.

Access to the site will only be made via our main entrance to prevent out of hours casual intrusion and reception will be staffed to 'meet and greet' and to register attendees. Should intruders be sighted on school premises, staff are instructed to politely intercept and take them to SLT.

A strict **NO SMOKING** policy exists in school buildings and on the school site. This must be adhered to at all times. There is a designated smoking area off school site at reception area and the smoking bin must be used.

Risk Assessment

The Management of Health & Safety at Work Regulations 1999 covers the outline requirements for the management of health & safety. Reference should also be made to the HSE publication HSG65 Successful Health & Safety Management.

Greenfields School will assess the risks to the health and safety of all staff, learners and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

The school will ensure that all those staff members who carry out risk assessments will be competent do so and where appropriate, the Health and Safety Consultant will assist in the preparation of assessments.

When a decision on the suitable risk controls is made the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Headteacher will bring to the attention of staff all the necessary precautions detailed in the written risk assessment and the Senior Leadership Team will monitor systems of work and the working environment to ensure that staff acts in accordance with the details outlined in the written assessment.

The school will decide for putting into practice all the control measures that have been identified as being necessary in the risk assessment. Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety legislation.

All risk assessments will be reviewed at least annually, or earlier should the need arise e.g. following an incident, change of method of work, etc.

In the event that a situation occurs that could present serious or imminent danger to any person whether they are a staff member, learner or other the following procedure will apply:

- Planned work and/or activity with the learners that could be affected will cease
- The responsible person on site will instruct staff on necessary immediate action to be taken to reduce the danger if possible
- If this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe.
- Advice will be sought by the Headteacher from relevant external sources as necessary e.g. the H&S consultant.

Accident and Near Miss Reporting and Investigation

If any accident and near miss incident occurs on the school premises or on an offsite event organised by the school it is reported to both the Health and Safety Consultant and the Council Health Safety and Wellbeing team. Any serious incidents are notified by telephone immediately or as soon as is reasonably practicable after the incident. SLT would complete the RIDDOR reports on behalf of the school if needed.

Minor incidents are investigated in school by Senior Leadership Team and retained in school files. Investigations are undertaken by the Senior Leadership Team, with the assistance of the health and safety consultant where appropriate.

Health & Safety is a regular agenda in morning briefings for staff to notify of issues/concerns, these are then reported to QFM for maintenance.

Asbestos Management

No asbestos on this school site

Contractor Management

Regulations that cover contractor management for construction and refurbishment projects are covered by the Construction (Design and Management) Regulations. Greenfields School follows the CareTech's Contractor's Guidance and will notify if any concerns are raised in relation to poor practice & safety of learners. Before work commences school SLT will contact to provide a context of school and learners to ensure tools, professionalism is maintained or if works can be done when learners are not on site.

The school and contractor will agree and ensure that there is clear segregation between learners and contractors or provide adequate supervision to maintain safeguarding standards.

The school will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project/contract manager and the Headteacher. If the school is concerned that any works being undertaken appear to be unsafe they will request that works cease until further advice has been sought.

At the end of the works, the project/contract manager must provide the school with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.

Control of Substances Hazardous to Health (CoSHH)

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by The Control of Substances Hazardous to Health Regulations (COSHH). The Headteacher will ensure the following arrangements are followed:

- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff

- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained on Careshield
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.
- Substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored regularly and reviewed annually

Display Screen Equipment (DSE)

Regulations that cover the use of display screen equipment are covered by the **Health and Safety (Display screen Equipment) Regulations**. The Headteacher will ensure the following arrangements are followed:

- Staff that use display screen equipment as a significant part of their normal work, and those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.
- Actions identified in self-assessments are implemented.
- Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g. if a user starts complaining of pain or discomfort.
- The school ensures training records are maintained.

Educational Visits, Learning Outside the Classroom Including School-led Adventure Activities

Greenfields School adopts the National Guidance for the Management of Off-site visits and activities. A specific Educational Visits Policy details offsite visits.

Electrical Systems and Equipment

Greenfields School maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by our contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent contractor with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The School's defect reporting procedure is followed as required.

Moving and Handling

Greenfields School will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects as detailed in the **Manual Handling Operations Regulations** are fully complied with. The Headteacher will ensure the following arrangements are followed:

- Moving and handling is avoided whenever possible.
- If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training or instruction and training records are maintained.
- Any defective equipment is taken out of use until it is repaired or is replaced.

- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required reporting on as required.

Security

The Headteacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities. The Headteacher will ensure parents and older learners are fully informed of the security arrangements and should be encouraged to help. The school undertakes an annual review of security risk assessments and undertake regular routine security checks. The Headteacher is responsible for the security of the premises during the school day; in their absence the Deputy Headteacher assumes this responsibility.

All staff are made aware of the security procedures and know how to:

- Protect learners from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services

The Headteacher will be informed of any special concerns regarding learners (e.g. learners on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any learners who require special care and sensitivity.

The parents of learners are kept fully informed of security procedures, and of their responsibilities when visiting the school.

Prevention of Work-Related Violence Including Lone Working

The school is committed to providing a safe and secure working and educational environment for staff, learners and any other persons on its site. Where applicable, in addition to the control measures identified in the site-specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from situation
- follow measures/ procedures identified in learner behaviour plan/risk assessment
- inform the Headteacher or a member of the senior management team if confrontation has taken place
- Provide First Aid if necessary

Greenfields School will:

- Ensure the Headteacher or member of the senior management team attends site on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provision of training on how to manage conflict and aggression as required
- review the violence and assaults risk assessment following any incident.

Water Management (Control of Legionnaire's disease)

Greenfields School will ensure that the legislation surrounding water management as detailed in the **CoSHH Regulations** and are fully complied with, in particular:

- The Headteacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the school SSO and specialist external contractors.
- The school will ensure a suitable and sufficient assessment is carried out to identify and assess the risk of exposure to Legionella Bacteria from work activities and the water systems on the premises and any necessary precautionary measures.
- The assessment will include identification and evaluation of potential sources of risk and the particular means by which exposure to legionella is to be prevented; or if prevention is not reasonable practicable, the particular means by which the risk from exposure to legionella bacteria is controlled.
- The risk assessment will be reviewed at least every year and/or when the situation changes or if for any other reason it is believed that the original assessment may no longer be valid.

Where the risk assessment shows that there is a reasonable foreseeable risk and this cannot be totally eliminated, there will be a written scheme for controlling the risk from exposure. This scheme will specify measures to be taken to ensure that it remains effective.

In certain situations safe guards for the prevention of scalding may be in conflict with the controls in place to prevent the proliferation of Legionella and the school ensures that these circumstances are appropriately managed by having thermal mixing valves installed.

The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

Working at Height

The school will ensure that the legislation surrounding working at height, as detailed in the **Working at Height Regulations** are fully complied with, in particular:

- Work at height is avoided whenever possible.
- If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate instruction or training and training records are maintained.
- All access equipment (ladders, step ladders etc.) is identified, suitable for the task and inspected regularly, at least annually, in accordance with statutory requirements.
- Equipment not displaying the correct inspection label for the year or labelled defective is not used.

Statutory Inspections

Greenfields School ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed and this is monitored at the health and safety committee to ensure on track.

Specialist Advice and Support

Specialist advice and support will be obtained as required. Where necessary, health and safety issues will be escalated to the People's directorate Health and Safety Committee or to an appropriate Headteacher forum.

General Fire Procedures

This links with our School Fire Safety policy & detailed risk assessment.

The schools Fire Risk Assessment and Fire and Emergency Plan is reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded on Caresield. Appropriate information/instruction will be provided to learners/visitors/contractors.

Where staff, learners or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by contacting the appropriate monitoring facility (ESU) to advise of intent to activate system.

Following either a planned or unplanned evacuation of the building, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded. The fire service will be informed of all incidents of fire, even if small and extinguished.

First Aid

Greenfields School has a specific First Aid policy that links to this, which has identified the minimum numbers of first aiders, paediatric first aiders and appointed persons required by the school. The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for unexpected absences.

All first aiders and appointed persons hold a valid certificate of competence and recorded on Caresield. First Aid notices are clearly displayed around the school. Sufficient numbers of suitably stocked first aid boxes are available and checked to ensure they are adequately stocked in the First Aid room.

Our Lead First Aider is Katie Ryan-Jeffreys and all school staff have completed the mandatory First Aid training

Staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually. Where first aid has been administered this is recorded in the first aid treatment book and uploaded onto BehaviourWatch the paper copy is sent home with learner for guardians. Correct reporting procedures are followed. Information, instruction and training will be provided to staff on any specific medical conditions of learners and the procedures to follow in case of emergency.

Stress Management

Greenfields School acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress. The school will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:

Employees are advised that it is their responsibility to inform SLT of any ill health issues. An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels. The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.

If it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

This policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Education (school Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Managing for Health and Safety (HSE)

Responsibility for the Policy and Procedure

Role of the Proprietor/Nominated person

The Proprietor/Nominated person has responsibility for:

- appointing a members of staff to be responsible for Health and Safety; (Headteacher and Deputy)
- delegating powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- recognising and accepting its responsibilities for the health, safety and welfare of its employees, students and visitors to premises;
- establishing appropriate committees in which to consult on health and safety matters;
- managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by evaluation of relevant inspection reports;
- ensuring the organisation and arrangements of the school operate effectively;
- ensuring that the school complies with all equalities legislation;
- nominating a designated Equalities Committee Member to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- ensuring funding is in place to support this policy;
- ensuring this policy and all policies are maintained and updated regularly;
- ensuring all policies are made available to parents;
- involving the School Council in the development, approval, implementation and review of this policy;
- nominating a link Proprietor/Nominated person member to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Proprietor/Nominated person;
- the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- be responsible for the implementation of the school safety policy and to develop a culture of safety throughout the school;
- be aware of and well trained in the requirements of all current health and safety legislation - IOSHH completed;
- establish high standards of health and safety throughout the school;
- be responsible for the day to day management of health and safety;
- ensure that all stakeholders are aware of all risk assessments and safe systems of work;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- work closely with the Proprietor and coordinator;
- provide leadership and vision in respect of equality;
- undertake risk assessments annually
- report any accidents or dangerous occurrences;

- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- ensure that new school personnel will undertake appropriate induction training;
- identify the training needs of school personnel, student and governors;
- ensure that established school personnel receive training when required;
- undertake an annual health and safety audit;
- communicate to parents the health and safety procedures of the school;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- carry out their duties in accordance with this policy;
- take reasonable care of themselves and others whilst at work;
- co-operate with the Headteacher and others in school to comply with legislation;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Representative
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Maintenance Personnel

The Maintenance Personnel will:

- comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- conduct regular health and safety surveys with the Headteacher and Safety Representative;
- ensure that all staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
- act on report immediately and defects or hazards;
- ensure that all new equipment is supplied with the appropriate documentation;
- The schools designated fire officer test the fire alarm system each week;
- maintain a record of hazardous substances used for cleaning and similar purposes

Role of the Proprietors

- recognising and accepting its responsibilities for the health, safety and welfare of its employees, students and visitors to premises.
- providing advice and help to ensure schools comply with health and safety obligations and to achieve the required health and safety standards.
- undertaking periodic inspections in order to evaluate the health and safety performance of schools and to identify areas for improvement.

Role of the School Council

The School Council will be involved in:

- determining this policy with the Proprietor/Nominated person;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Proprietor/Nominated person

Students

Students are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene
- treat others, their work and equipment with respect;

- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

Guardians

Guardians are expected to:

- support the school in any health and safety matters reported to them on newsletters;
- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Visitors and People Working on Site

Visitors are expected to:

- take reasonable care of themselves and others while on the school premises;
- co-operate with the safety rules and procedures of the school;
- ensure compliance with risk management when working on the premises;
- report defects or damage to equipment;
- report all accidents and incidents

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent/carer-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance
- Review meetings at Head Office
- Report any defects/concerns via the maintenance request forms.

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
 - Health and Safety at Work
 - Health and Safety in the Curriculum
 - Identifying Hazards
 - Risk Management
 - Inclusion
- receive periodic training so that they are kept up to date with new information.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the proprietor.

Headteacher:	David Mitchell Sarah Hale	Date:	12 th August 2024
Regional Lead	Declan Tuer	Date:	

