



Health & Safety Policy

1. Introduction

The Three Ways Brighter Futures regards the promotion of health and safety matters as a mutual objective of all who work here. It is our policy to take all such steps as are reasonably practicable to meet our responsibility for providing a safe and healthy working environment.

The Directors of Three Ways Brighter Futures recognise their responsibility, so far as is reasonably practicable, to ensure:

- The provision and maintenance of a safe and healthy working environment.
- The development and maintenance of sound health, safety and welfare practices.
- Consultation with competent people to assess risks and advise on adequate contract measure and other health and safety issues.
- Adequate information, instruction, training and supervision to enable safe working.
- Consultation with others on health and safety issues.
- The allocation of resource to fulfil the above objectives.

To this end, Three Ways Brighter Futures endeavours to apply and enforce all current legal requirements, together with other appropriate safety measures where reasonably practicable. This practice will be continued in the case of future legislation.

This policy does not include issues relating to child protection which is covered under a separate policy.

Anyone working with or for Three Ways Brighter Futures is expected to co-operate with the Director and Governors in all measures taken to fulfil statutory health and safety duties and to protect the health, safety and welfare of staff, students and visitors.

Areas of Work

Three Ways Brighter Futures provides outreach services to schools covering the following areas of work:

- Emotional, social, Behaviour support: consultancy, training, assessments and direct work with pupils
- Support for Learning: consultancy, training, assessments and interventions
- Nurture Outreach Service
- Adoption Support Services
- Therapeutic interventions such as play therapy, art therapy
- Outdoor Learning and Forest school: at suitable off-site locations
- One-to-one active interventions for vulnerable learners
- Training, coaching, and supervision for staff

Section Two

2.1 Responsibilities of Three Ways Brighter Futures

The Board of Governors for Three Ways School have overall responsibility for Health and Safety within the organisation, although, individual governors cannot be held to be personally liable, when they have acted on collective decisions, taken in good faith. It will ensure that all reasonable steps have been taken to fulfil the organisation's Health and Safety Policy and to reduce the possibility of accident or injury to staff, students or visitors.

Specifically the Governor's will:

- Nominate a person with responsibility for health and safety.
- Ensure that the company's Health and Safety Policy is produced, implemented and updated as required.
- Set health and safety objectives and performance standards for the company.
- Determine and implement the strategies to meet the objectives and standards.
- Allocate funding for health and safety performance.
- Receive and review an annual health and safety audit.
- Ensure arrangements are made to plan, organise, control, monitor and the reviewing thereof, protective and preventative measures in the light of risk assessments.

2.2 Responsibilities of the nominated Director

The Director of Brighter Futures is accountable to the Governors for the health, safety and welfare of staff, students and visitors.

The Governors retain overall responsibility and remains specifically responsible for ensuring that:

- All staff, students and so far as is reasonably practicable, visitors, are aware of their general and specific health and safety responsibilities .
- The Governors are kept informed on health and safety problems of the company.
- Health and safety problems are dealt with promptly and appropriately or referred to the Governors.
- The risks to which staff and students are exposed are assessed, recorded and reduced to the lowest level reasonably practicable ie; risk assessments undertaken.
- Regular inspections of premises, plant and equipment are undertaken, eg; PAT of electrical equipment.
- The appropriate structures exist for the resolution of health, safety and welfare issues.
- Suitable information, instruction and training is given to all staff as appropriate.
- Accidents are reported and records maintained, with all serious accidents being investigated to discover the cause and prevent reoccurrence
- Appropriate first aid facilities are provided.
- Ensure annual health & safety audit
- Ensure that the H & S Policy is implemented and updated, as required
- Through risk assessment and self-evaluation processes, select the most appropriate means of minimising risk to staff, pupils and others.

2.3 Advice and Monitoring

Advice and monitoring is provided by the Local Authority Health and Safety Officer.

Specific advice and monitoring on Outdoor Learning is provided by the Local Authority lead on Outdoor Learning

The organisation accepts the guidance of B&NES Council on the issues of health & safety and follows the advice in the Health & Safety & Welfare Manual. A copy can be found in the staffroom

3. Procedures

It is important that all unnecessary risks are avoided and that reasonable measures should always be taken to minimise risks.

Day-to-day responsibilities

The Director of Brighter Futures will ensure :

- Safe methods of working exist and are implemented throughout the organisation
- All staff are aware of this policy and safe working practices.
- Regular safety inspections are made
- Prompt identification of potential hazards, followed by risk assessments where necessary and positive corrective action taken
- Accident and incident information is collated and where necessary carry out further investigations.
- Appropriate First Aid facilities & trained staff, protective clothing & equipment and fire appliances are provided and readily available.

All Staff are expected to familiarise themselves with the health & safety aspects of their work and the procedures of the school they are working in.

All staff have a responsibility to:

- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work
- Follow agreed working practices and safety procedures
- Report any accident, near miss or incidents of violence
- Ensure health & safety equipment is not misused or interfered with.
- Instruct pupils, as appropriate, in the safe working practices and risks associated with their particular task at the outset, such as those involving tools.
- Supervise pupil groups whilst they are away from school on external visits, and ensure, as appropriate, that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment. (See Safety in Offsite Activities Handbook in school office)
- Check that classrooms / work areas, equipment is safe and properly maintained before and after use.
- Ensure First Aid boxes are correctly stocked at all times

Accident / First Aid

All accidents must be reported to the Director and a named First Aider in the pupil's school.

Minor cuts, bumps and grazes may be treated by first aiders or, in their absence, by a member of the staff.

First Aid boxes must be carried on all educational visits and off-site activities

If there is any doubt as to the full extent of the injury, or any cause for concern the Head Teacher of the child's school must be contacted and a decision will be made to contact parents, or in the case of an emergency an ambulance called.

The first aider or member of staff involved should complete the appropriate accident book / form.

Every effort must be taken to ensure that appropriate communication with a pupil's parents concerning an accident takes place.

Computers/ Display Screen Equipment

All staff who are classified as "Users" of Display Screen Equipment (DSE) will be given information and training on its correct use. They are entitled to eye or eyesight tests and if spectacles are necessary for DSE work exclusively, these will be supplied free of charge. Users should be encouraged to take a 5-10 minute break from intensive keyboard work every 50-60 minutes. Work stations should be reviewed regularly to ensure correct seating and lighting. Work station assessments should be completed regularly.

Electrical equipment

All electrical equipment and services are regularly checked by competent electrical contractors. Staff should report any concerns regarding the condition of leads, plugs, sockets etc. to the Head Teacher of the school in which they are working immediately. If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked. Particular care should be taken to minimise the use of trailing wires and cables. Power sockets must not be overloaded.

Other Equipment

All staff are responsible for checking that equipment (e.g. for activities) is always checked before use, and that learning environments are checked for potential hazards to ensure the safety of children and adults. Any faulty equipment must not be used and must be reported to the host school/ Brighter Futures line manager as appropriate.

Risk Assessments

It is important for all staff to regularly carry out risk assessments. In many situations visual risk assessments and staff discussions may be sufficient, in other situations a completed formal risk assessment should be carried out. All visits outside the school environment must have a completed formal risk assessment signed by the Brighter Futures practitioner and/or Headteacher of the appropriate school before the visit can take place.

Violence

All violent or potentially violent incidents should be reported to the Head Teacher of the child's school (and notify the Director of Brighter Futures) and the appropriate incident form completed & sent to the LEA Education Safety Officer. Where injury occurs this should be done, in addition to completing the Accident / Dangerous Occurrence form. For further information refer to the school's Behaviour & Bullying policies.

Sun Protection

Skin cancer is the most common form of cancer.. The majority of skin cancers can be avoided by adopting good sun protection practices:

Pupils should be encouraged to wear hats outside in the sun. Spare hats should be available for those pupils who do not have a hat.

Staff should ensure that pupils cover exposed skin areas when out in the sun for longer periods of time. E.g. playtimes, school trips.

Staff should set a good example by wearing hats and protective clothing outside in the sun.

Parents will be requested to send sunscreen to school with their child, clearly marked with their name. Staff will keep sunscreen and apply to pupils who have not brought their own with parents permission.

While it is better to use Sunscreen sent in by parents to avoid any allergies staff have a duty of care and will apply/assist pupils who do not have their own.

Where possible pupils should be encouraged to apply their own sunscreen in order to learn its importance.

Staff should set good example by applying sunscreen.

Professional Development

All staff have equal access to training where appropriate. It is important that all staff familiarise themselves with this policy and the health & safety procedures at the school in which they are working. Training will be provided to meet staff needs as appropriate.

Policy Review date: September 2020

Signed :



Director

Print Name:

Date: