



Welfare, Health and Safety Policy

Our Statement

Good Apple aims are to embed a culture of Welfare, Health & Safety and to ensure that it is a firm part of the business process. This will ensure compliance, improve efficiency with reduced lost hours due to accident, illness, etc.

As with any business process, continuous improvement is the underlying philosophy which is achieved by planning, implementing and reviewing process and management procedure.

1 Introduction

The Welfare, Health, Safety of all the people who work or learn within our units are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Directors take responsibility for protecting the Welfare, Health and Safety of all children and young people and members of staff.

The management of Good Apple recognises and accepts its responsibilities to take reasonable steps within its power to ensure the Welfare, Health, Safety and of all it employees whilst at work, and the Welfare, Health and Safety of other persons not being employees who may be affected by its activities.

The management will endeavour to ensure that every employee understands the concept of personal Safety, through a continuous Welfare, Health and Safety training programme.

All employees have a responsibility to themselves and others to practise the standards of Safety that have been established in the mutual interest of themselves and their fellow employees.

All employees must report unsafe conditions to their immediate superior/ Welfare, Health & Safety Manager at once so that corrective action can be instigated without delay.

This Policy was written with guidance from Health and Safety Executive (HSE) advice on legal duties and powers. For local authorities, school leaders, school staff and governing bodies (Feb 2014)

2 Healthy schools

21 Good Apple fully supports the aims of the Healthy schools' initiative. We believe that a Healthy school is one in which children and young people can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children and young people, which involves:

- giving Health issues high priority in our life and social skills curriculum;
- making sure that we have effective policies on sex education and drugs education (Sex Education Policy; Drugs and Alcohol Policy)
- planning the curriculum to ensure that the children and young people have sufficient opportunity to learn about Healthy living (ASDAN programme; PE Policy);
- providing opportunities for children and young people to take responsibility for their learning and behaviour (Student Voice, Parliament Debate, Curriculum Choices);
- promoting positive mental health (Mental Health and Emotional Wellbeing Policy);
- making sure that the environment is stimulating and conducive to learning (Information Book);
- providing opportunities for children and young people to put forward their views and be listened to (Student Voice, Emotional Wellbeing Policy and Practice);
- supporting children and young people who need additional care and attention (Youth Workers, Learning Mentors and the Emotional Wellbeing Team);
- providing opportunities for all our staff to develop their skills (Training Schedule and Trinity Training Centre);
- working closely with parents/carers and external agencies to provide the best possible support for our children and young people and young people (Consultation Teams for Behavioural Policy, Anti Bullying Policy, Friends of Trinity Rochester);
- making sure all children and young people have clear and appropriate targets (Personalised Learning Target Sheets).

3 The curriculum

31 We teach the children and young people and young people about Welfare, Health and Safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and Healthy lives. Teachers and tutors take every opportunity to educate children and young people and young people in this regard as part of the normal curriculum.

32 We teach children and young people respect for their bodies, and how to look after themselves. We discuss these issues with the children and young people and young people in PSE, Curriculum for Life and Social Skills lessons, and we reinforce these points in design and technology, where children and young people learn about Healthy eating and hygiene. We provide our learners with Sport, Dance, and Drama with a healthy approach to fitness and movement.

33 Welfare, Health and Safety issues also arise when we teach care for the environment. Preparation for working life and vocational learning modules together with Employability provide learning opportunities on Welfare, Health, Safety and hygiene modules of study.

34 We believe that everybody in Trinity can and should promote everybody else's Welfare, Health and Safety. We teach children and young people to spot hazards in the classroom or around the learning community and to inform their Teacher, to enable a safe environment for all.

35 Trinity promotes the spiritual, moral, Welfare and growth of the children and young people through the Curriculum for Life programme together with special events, such as Citizenship Days, Culture and History Events, religious festivals and assemblies for all at least each half term.

36 Each class has opportunities to discuss problems or issues of concern with their tutor and / or teaching assistant. The student is able to make a self-referral to the Emotional Wellbeing Team, Parents and Teachers also have a referral procedure within the Mental Health and Emotional Wellbeing Policy. Students attend Student Voice and Parliament Debate weekly in their groups.

37 Social Use of Language Programme provides an opportunity to develop receptive and expressive language skills to enable improved communication on emotional and social issues.

4 Meals and Pack Lunches

4.1 Good Apple works closely with parents to encourage a Healthy packed lunch for all learners. When Good Apple undertakes small catering projects within the Catering and Hospitality Framework, then food is provided for vegetarians and gluten free diets. These occasions provide opportunities for small scale catering for the Trinity and college.

4.2 Good Apple promotes a Healthy lifestyle through access to regular and varied opportunities for physical education.

5 School uniform

5.1 On grounds of Welfare, Health and Safety, we do not allow children and young people to wear jewellery in our school. An exception is stud earrings in pierced ears, plus a wrist watch. We ask children and young people either to remove these during PE and games, or to cover earrings with a plaster.

6 Child protection

6.1 See Child Protection Policy.

7 Security

7.1 While it is difficult to make the Good Apple site totally secure, we will do all we can to ensure that the unit is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

7.2 We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the premises. Visitors who are not part of our learning community will be escorted at all times.

7.3 Teachers will not allow any adult to enter their classroom if the visitor's badge does not identify them.

7.4 If any adult working in the unit has suspicions that a person may be trespassing on site, they must inform the unit manager immediately. The manager will warn any intruder that they must leave the school and college site straight away. If the manager has any concerns that an intruder may cause harm to anyone on the school and college site, s/he will contact the police. If the manager isn't available or off site, then the Senior Designated Safeguarding Person (SDSP) will take appropriate action.

8 Safety of Children and young people and Young People

8.1 It is the responsibility of each Teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a Teacher or curriculum coordinator has any concerns about pupil Safety, s/he should bring them to the attention of the manager before that particular activity next takes place.

8.2 We require a Parental Authorisation Form to be completed for learners to leave the site on Learning Outside of the Classroom Educational Trips, this is supported by individual risk assessments for learners. (Learning Out of the Classroom Educational Trips risk assessment)

8.3 If an accident does happen, and it results in an injury to a child, the Teacher will do all they can to aid the child concerned. We keep a first aid box in the Kitchen, classroom and First Aid Room. Most staff have received training in first aid.

8.4 Should any incident involving injury to a child take place, a trained member of staff will be called to assist. If necessary, the school office will telephone for emergency assistance.

85 We record in the accident log book all incidents involving injury, and, in all cases, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change. (Administration of Medication and First Aid Policy)

86 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made. Good Apple has three Team Teach Trained Personnel. (Physical Restraint Policy; Behaviour Policy) and all staff have completed courses in conflict management, de-escalation tactics and lone working

9 Fire and other emergency procedures

9.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held every half term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

9.2 Trinity has four Fire Marshalls (two of which are deputies). They have responsibility for the management of the Fire Procedures and Emergency Evacuation Drills termly (located in the offices).

10 Educational visits

10.1 Good Apple takes very seriously its responsibilities for ensuring the Welfare, Health and Safety of children and young people and young people whilst on trips (Learning Out of the Classroom Educational Trips and Visits; Parental Authorisation Forms; Risk Assessments).

11 Seat belts

11.1 We use coaches and mini-buses and seven seater cars and seat belts are provided. We ensure the children and young people use seat belts at all times when the transport is moving.

12 Medicines

12.1 See the Administering of Medicines policy.

13 Internet Safety

See our Online Safety Policy

131 We regularly use the Internet at Good Apple, because it has many educational benefits. In order to minimise the risk of children and young people coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines.

132 Parental permission is sought to use photographs or videos of children and young people or their work on the website, or in newsletters and other publications. These images are used to show progress and attainment within subject portfolios.

14 Theft or other criminal acts

141 The Teacher or Manager will investigate any incidents of theft involving children and young people. If there are serious incidents of theft from site, the Manager will inform the police, and record the incident in the incident book.

142 Should any incident involve physical violence against a Teacher, we will report this to the Directors immediately, and support the Teacher in question if s/he wishes the matter to be reported to the police.

15 The Welfare, Health and Safety of staff

151 Good Apple takes very seriously the need to safeguard the Welfare, Health and Safety of all our staff. This includes their professional development, which is identified in the Appraisal of staff. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with Health and Safety law. If a member of staff is experiencing stress at work, s/he should inform the manager without delay.

152 Good Apple will not tolerate violence, threatening behaviour or abuse directed against staff. If such incidents do occur, Good Apple will take the matter very seriously, and take action in line with protocol and the police.

16 Electrical Safety

161 All electrical appliances will be tested on a regular basis and conform to any regulatory requirements where needed. This will be organised by the site Manager.

17.1 Monitoring and review

17.1 The Head of School Curriculum, together with the Welfare, Health and Safety Manager, in consultation with professional advisors, carries

out regular risk assessments, with the object of keeping the school and college environment safe.

17.2 The Manager implements Welfare, Health and Safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Manager should report to Directors termly on Welfare, Health and Safety issues.

17.3 This policy will be reviewed at any time on request from the Directors and is scheduled to be reviewed annually.

Reviewed September 2016
To be Reviewed September 2017

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| Health and Safety This is the statement of general policy and arrangements for: | | |
| Natalie Myers | has overall and final responsibility for Welfare, Health and Safety | |
| Angelo Agorini Helen Henderson Sharon Booth | has day-to-day responsibility for ensuring this policy is put into practice | |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements (What are you going to do?) |
| Prevent accidents and cases of work-related ill Health by managing the Health and Safety risks in the workplace | Natalie Myers | Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.) |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Natalie Myers Helen Henderson | Staff are given necessary Health and Safety induction and provided with appropriate training to include but not limit to: Risk assessments, fire evacuation, manual handling, and safe guarding. We will ensure that suitable arrangements and risk assessments are in place to cover off site activities. |
| Engage and consult with employees on day-to-day Health and Safety conditions | Natalie Myers | Staff routinely consulted on Health and Safety matters as they arise but also formally consulted at regular meetings or sooner if required. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. | All staff | Escape routes well signed and kept clear at all times. Evacuation plans are tested from termly and updated as necessary |
| Maintain safe and Healthy working conditions, provide and maintain plant, equipment, machinery, and ensure safe storage/use of substances | All staff overseen by: Sharon Booth Helen Henderson | Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. |
| Health and Safety law poster is displayed at (location) First-aid box is located Accident book is located | Angelo Agorini | Staff Room, Reception, Entrance corridors in both buildings First Aid Room First Aid Room |

COSSH recording keeping

Natalie Myers
Helen Henderson

It is the responsibility of all staff to report any new substances brought on to the premises

