**Health and Safety Policy Statement**

This policy statement signifies New Leaf Learning’s commitment to having a safe working environment not only for those working for the charity, but for any contractor, volunteer or visitor.

**Policy Statement**

New Leaf Learning recognises and accepts its duty in law for ensuring so far as reasonably practicable, the health, safety and welfare of all it’s employees whilst at work and creating a safe and healthy environment for any other worker or visitor to or for the charity.

New Leaf Learning will endeavour to comply with current and future health & safety legislation, codes of practice and relevant guidance.

**Creating a safe and healthy working environment arrangements by:**

* Maintaining any place of work and premises used by New Leaf Learning in a safe condition and without risk to health, including the provision of safe means of access and egress.
* Provide and maintain a safe, healthy working environment that is clean, tidy and free from pollution for all employees, including facilities for their welfare whilst at work.
* Ensure that suitable arrangements are in place for the safe use, handling, storage and transport of articles and hazardous substances.
* Provide such information, instruction, training and supervision as is necessary to ensure that employees can work in a safe manner and ensure the safety of others who may be affected by their acts or omissions.
* Commit to the continual improvement of the safety management system and regularly review health & safety performance.

**The charity requires all of it’s staff to take on responsibilities and:**

* Comply with New Leaf Learning health and safety policy, procedures and any other guidance in respect of the occupational health, safety and welfare arrangements for employees.
* Co-operate in establishing and maintaining safe and healthy working conditions.
* Avoid any action, which may affect the health, safety and welfare of themselves or others around them.
* To inform a trustee of any serious or imminent danger that could impact on the health and safety of an employee or any other persons working for or visiting the charity. This may include any shortcomings that they consider to be in the New Leaf Learning health and safety protection arrangements.
* Co-operate in all accident and near-miss investigations.

This policy statement is available to all interested parties. It shall be reviewed periodically to ensure it is current and suitable to the needs of New Leaf Learning

Dated: 18.8.23

**Organisation and General Responsibilities**

## **Explanatory Note**

To achieve the aims of the ‘General Statement of Health and Safety Policy’, it is important that responsibilities and reporting procedures are clear and are understood by everyone involved.

## **Summary of charity Activities**

New Leaf Learning regularly use the Grammar School at Courteenhall Estate, and parkland.

The charity works with children who are struggling to engage in mainstream education and offers a range of primarily outdoor based activities and yoga to support mental health and wellbeing.

## **Organisation**

The reporting structure for the New Leaf Learning is shown in the organisational chart on page 6.

## **General Responsibilities**

The Owners of the Courteenhall Estate are responsible ultimately for the management of health and safety across the Estate. The trustees are responsible for the management of health and safety of those working for the charity.

Responsibility for the day-to-day management and supervision of health and safety practices at the charity has been delegated to Alex Preston, who works directly with charity employees, contractors and customers. She is responsible for ongoing and dynamic risk assessments.

Anyone appointing a contractor is responsible for the supervision of health and safety in respect of the contractor’s work (see details in section 3.33 “Managing Contractors”).

**Responsibilities**

All employees/contractors have a responsibility to:

* Co-operate with the trustees
* Not misuse anything provided to safeguard their health and safety;
* Take reasonable care of their own health and safety; and to
* Report all health and safety concerns in the first instance to a trustee

Failure to comply with the requirements of the health and safety policy and the accompanying arrangements for managing health and safety may result in disciplinary action being taken and could lead to the termination of employment.

**1.6 Key Contact Details**

**Owner and lead Trustee: John Wake**

Telephone: 07788 190 330 Email: jw@courteenhall.co.uk

**Lead Teacher: Alex Preston**

Telephone: 07510 075644 Email: info@newleafl.com

## **Explanatory Note**

This section sets out the arrangements for the management of health and safety within the charity, including procedures to be followed and the names of people responsible for key activities.

## **Emergency Procedures**

Staff working for or with New Leaf Learning will follow instructions from Courteenhall Estate staff in the event of an emergency. The Lead teacher will have up to date, appropriate Paediatric First Aid training, and will be responsible for action requiring:

* Medical attention.
* Fire.
* Escape of hazardous substances.
* General evacuation of premises.

The Lead teacher will take charge of emergency situations including medical attention, fire, explosion and security alerts.

The Lead teacher will explain the emergency procedures to each new employee during initial induction training, including the evacuation procedure; the calling of emergency services; the provision of first aid and the location, identification and use of fire extinguishers.

## **Accident and Incident Investigation and Reporting**

| Responsibility | Name |
| --- | --- |
| Accident book maintenance  | Lead Teacher |
| Investigation of accidents and dangerous incidents | Lead Teacher and trustee |
| Reporting accidents, diseases and dangerous occurrences to the enforcing authority | Lead Teacher and trustee |
| Acting on the results of accident and incident investigations | Lead Teacher ad trustee |

All accidents and dangerous incidents, however trivial they may appear, must be reported without delay to the Lead teacher concerned who will ensure that the information is recorded in the accident book. This applies to dangerous incidents, damage accidents and injuries sustained not only by employees but also by members of the public, visitors or contractors (including a specific note of when injuries cause an absence from work of more than 3 days).

Even when no injury is sustained by those involved, dangerous incidents must be reported to the Lead Teacher in order that safety performance can be monitored and to ensure that appropriate action can be taken where there may be a civil claim against the Owners of the Estate for damage to property.

For all reportable accidents and dangerous occurrences including cases where an accident causes an employee to be absent from their usual work duties for over seven days, the Estate Manager will inform the HSE as soon as possible and within 10 days (15 days for “over seven day” injuries) using the online reporting system at <http://www.hse.gov.uk/riddor/report.htm> or by calling the Incident Contact Centre on 0345 300 9923 without delay for major incidents or fatalities.

## **First Aid**

| Responsibility | Name |
| --- | --- |
| Monitoring the contents of first aid kits | Lead Teacher |
| Administering first aid when required | New Leaf Learning staff |

First aid kits are held in each department and a portable one is taken on any trip outside of the grammar school. Staff must familiarise themselves with the locations of first aid kit in their departments.

The following people have attended first aid training courses. First aid should be administered when required by trained employees in accordance with the training received.

| Name | Type of course |
| --- | --- |
| Dr John Wake | Emergency First Aid at Work |
| Darron Wilks | Emergency First Aid at Work |
| Philippa Fitzgerald | Emergency First Aid at Work |
| Hayley Gasson | Emergency First Aid at Work |
| Graham Cadd | Emergency First Aid at Work |
| Alex Preston | Paediatric First Aid |

All incidents requiring first aid treatment must be reported to the Lead Teacher concerned so that the details can be recorded in the accident book.

First aid refresher training is undertaken every 3 years.

## **Occupational Health**

The trustees will endeavour to promote and maintain, within reason, the highest practicable degree of physical, mental and social well-being of employees.

New Leaf Learning is a smoke free charity.

The abuse of alcohol or drugs (other than the use of prescribed drugs – see above) is prohibited and anyone who is found to be under their influence during working hours will be subject to disciplinary action which may include dismissal.

## **Stress, Bullying and Violence**

Factors likely to cause stress or incidences of bullying or violence in the workplace will be identified through risk assessments of work activities.

Employees experiencing stress, bullying or violence should refer their concerns in confidence to the trustees in order that issues can be explored and resolved.

## **Workplaces and Welfare Facilities**

| Responsibility | Name |
| --- | --- |
| Ensuring that workplaces are suitably maintained to provide a safe working environment | Lead Teacher |
| Regular monitoring and inspection to ensure that no hazards are present and that workplaces are clean and tidy | Lead Teacher |

The Owners of the Estate will ensure that reasonable measures are taken to ensure that workplaces and means of access to and egress from places of work are safe and without risks to health. Employees must report any defects to the lead teacher who will then report to the Estate Office.

Welfare facilities (sanitary conveniences, washing facilities and the provision of drinking water) are provided for the use of employees at premises within the estate. Facilities are maintained by the Estate.

All employees will endeavour to maintain work areas in a safe and tidy condition by:

* Keeping workplaces reasonably tidy.
* Keeping working areas, walkways, exits and fire safety points free from obstructions.
* Complying with the no-smoking policy.
* Informing the Estate Office where safety or health hazards have been identified.

## **Premises and Occupier’s Liability**

| Responsibility | Name |
| --- | --- |
| Ensuring that premises are suitably maintained to provide a safe environment | Department Heads at Courteenhall Estate and Lead Teacher |
| Regular monitoring and inspection to ensure that no hazards are present and that premises are in satisfactory condition | Department Heads at Courteenhall Estate and Lead Teacher |

The Owners of the Estate will ensure that reasonable measures are taken to ensure that premises occupied by them are safe and without risks to the health and safety of people using the premises. This will be achieved by way of ongoing supervision by the Department Head concerned, periodic inspections and the application of risk assessment principles and practices.

Any defects in the premises which may be dangerous, must be reported to the Estate Office.

## **Hazard Identification, Risk Assessment and Risk Control**

| Responsibility | Name |
| --- | --- |
| Undertaking risk assessments | New Leaf Learning staff |
| Reporting risk assessment findings to the Owner | New Leaf Learning staff |
| Approval of measures required to remove or control risks | Lead Teacher (will report to Estate Office as necessary) |
| Implementation of actions required to remove or control risks | Estate Office will arrange |

Risk assessments will be reviewed at least every 12 months or when the work activity changes, whichever is soonest.

Risk assessments are available for all activities, but dynamic risk assessments are encouraged.

All New Leaf Learning staff and customers will be taught to :

* Identify the hazards.
* Identify who is at risk.
* Assess existing control measures.
* Identify any further precautions required.

## **Control of Substances Hazardous to Health (COSHH)**

| Responsibility | Name |
| --- | --- |
| Identifying and undertaking assessments for all substances that need a COSHH assessment | Department Heads at Courteenhall Estate and Lead Teacher |
| **Ensuring that all actions identified in the assessments are implemented** | Department Heads at Courteenhall Estate and Lead Teacher |
| Ensuring that all relevant employees are informed of the findings | Department Heads at Courteenhall Estate and Lead Teacher |
| Checking that new substances can be used safely before they are purchased. | Department Heads at Courteenhall Estate and Lead Teacher |

All assessments will be reviewed at least every 12 months or when work activities change, whichever is soonest. Substances deemed to be "hazardous" will be subject to appropriate control measures. This will involve the:

* Identification of hazardous substances used or encountered on the Estate;
* Assessment of the risks involved, taking into account the nature of use;
* Introduction of control measures necessary to reduce the risk to an acceptable level; and
* Effective monitoring of control measures.

## **Diseases**

| Responsibility | Name |
| --- | --- |
| Reporting to Owner incidences of diseases contracted by employees while at work | Department Heads at Courteenhall Estate and Lead Teacher |
| Reporting to Owner incidences of notifiable diseases contracted by animals on the Estate | Department Heads at Courteenhall Estate and Lead Teacher |
| Reporting notifiable diseases to HSE or DEFRA as appropriate | Office Manager |

Upon the reporting of an outbreak of a notifiable disease on the Estate, the Owner will advise on biosecurity procedures to be implemented.

## **Legionellosis**

| Responsibility | Name |
| --- | --- |
| Identifying all equipment and plant under the control of the Owners which needs to be included in a written scheme of inspection and testing | Department Heads at Courteenhall Estate |
| Responsibility for ensuring that effective maintenance procedures are put in place | Department Heads at Courteenhall Estate |
| Ensuring that the scheme and all maintenance work is implemented and monitored | Department Heads at Courteenhall Estate |

Currently, risk assessments for estate plant, equipment, premises and work activities do not identify significant legionellosis hazards or equipment and plant needing to be included in a written scheme of inspection and testing. The position will be kept under review and action will be taken when required.

OR

The Department Heads will ensure that reasonable steps are taken to identify potential legionellosis hazards in the workplace and to prevent or minimise the risk of exposure and these are outlined below.

If employees are concerned about the risk of an outbreak, they should report concerns to the Department Head so that appropriate measures can be taken to eliminate or reduce the risks. A written control scheme to minimise exposure has been prepared for the air conditioning and water systems within the property and this is monitored by the Property Manager.

|  |   |
| --- | --- |

The written scheme is available from the Property Manager and aims to reduce the risk of occupationally acquired legionellosis to as low a level as practicable.

## **Lone Working**

Where the risk assessment process identifies lone working as a matter requiring further control measures, additional action must be taken in accordance with agreed procedures as follows:

* The person carrying out the work must have undertaken any training required for the work activity and be sufficiently experienced to work alone.
* The location in which the person is working should be notified to the Estate Office
* The lead teacher will always carry the mobile phone and will contact the Estate Office if there are any concerns.
* At the end of the work activity, New Leaf Learning staff will inform the Estate office that everyone has left the site.

All New Leaf Learning staff must be familiar with the principles of lone working so that they can apply appropriate procedures to work where necessary.

## **Manual Handling**

| Responsibility | Name |
| --- | --- |
| Ensuring that risk assessments are undertaken for all manual handling activities | Lead Teacher |
| Monitoring manual handling procedures and arranging for the provision of further information and training | Lead Teacher |

Manual handling tasks will be undertaken in accordance with the provisions of the Manual Handling Operations Regulations 1992. This will be achieved through:

* The elimination of all manual handling operations where reasonably practicable.
* Where manual handling is necessary, the risks will be assessed and additional precautions will be introduced where required.
* Training in suitable lifting techniques will be provided where necessary but will not be relied upon as the sole means of reducing manual handling risks.

Individual Risk assessments will be provided by the visiting schools and their own school staff will perform any manual handling as necessary.

## **Personal Protective Equipment (PPE)**

| Responsibility | Name |
| --- | --- |
| Provision of personal protective equipment | Visiting school and Lead Teacher |

The need for PPE will be established by risk assessments carried out by the lead Teacher and within individual risk assessment by visiting schools. PPE will then be provided by New Leaf Learning and the visiting school where appropriate.

## **Mobile Phones**

Lead Teacher has access to a mobile phone for use in case of emergency or for contact with the Estate office as necessary. It is for work related communicated only.

## **Electrical Safety**

All New Leaf Learning staff are required to inspect the leads and plugs of electrical equipment before use for signs of damage or loose connections. Any defects must be reported to the Estate Office. **NEVER USE POTENTIALLY DANGEROUS EQUIPMENT.**

## **Fire Safety**

All staff will follow the fire procedure document located at the Grammar School. All staff will ensure the safety of any child or adult by directing them away from fire and out of the building. If it is assessed that it is appropriate a suitable trained adult will use the fire extinguisher provided. Once safe, they will alert the appropriate people eg the fire service /Estate Office as necessary.

## **Trees**

Trees will be maintained by staff at Courteenhall Estate.

New Leaf Learning staff will ensure that visiting schools are aware of the hazards as documented in the risk assessments.

## **Visitors**

Visitors (other than users of public rights of way; visitors to tenants or other third parties; visitors to dwellings; or other “non-business” visitors) are required to make arrangements through a member of the estate staff before entering on to Estate property. The member of New Leaf Learning staff will then be responsible for seeing the visitor onto and off the estate, making sure that the visitor’s whereabouts can be accounted for and that any hazards have been satisfactorily addressed.

Any incidences of trespass, damage to property or personal injury sustained by visitors must be reported to the Office Manager so that a record can be made (including an entry in the Accident Book) and appropriate action taken for security, health and safety and insurance purposes.

## **Monitoring**

| Responsibility | Name |
| --- | --- |
| Ensuring that the policy and other documentation is reviewed and updated on annual basis  | Trustees  |
| Ensuring that records of monitoring are maintained and that action is taken where the need is identified | Trustees |

Monitoring is aimed primarily at the prevention of accidents and ill health, to check working conditions and to ensure that safe working practices are being followed. .

## **Review and Audit**

| Responsibility | Name |
| --- | --- |
| Ensuring that there is an annual review and audit of health and safety matters | Trustees |
| Implementing findings of review and audit | Trustees |

The trustees will monitor the effectiveness and usefulness of this policy. Review of safety performance across the Estate and the functioning of the policy is the task of the trustees, with assistance (upon request) from the appointed competent person.

The policy will be reviewed whenever is appropriate, such as after significant changes to legislation or because of feedback on safety performance. In any event, the policy will be reviewed not less than once every 12 months.

A report on the results of any health and safety audit will be provided to the trustees.

Date: 18.8.23

