

## **HEALTH AND SAFETY POLICY**

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted, and the arrangements set out below are designed to implement the general aims of Naomi's Garden.

Legislation: The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4:  
<http://www.legislation.gov.uk/ukpga/1974/37/section/3>

Risk Assessments: The Management of Health and Safety at Work Regulations 1999: SI 1999/3242. The 1999 regulations impose a duty on employers to produce a risk assessment.  
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies updated November 2018  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

### **GENERAL GUIDELINES**

It is the policy of the Trustees, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the premises;
2. Establish and maintain safe working procedures among staff children and adult clients;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. Ensure the provision of enough information, instruction, and supervision to enable all employees, children and clients to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. Maintain all areas under the control of the Trustees and in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. Formulate effective procedures for use in case of fire and for evacuating the premises;
7. Lay down procedures to be followed in case of accident;
8. Teach safety as part of children's duties where appropriate

### **RESPONSIBILITIES OF THE TRUSTEES**

The Trustees are responsible for ensuring health and safety management systems are in place and effective.

A Health & Safety Trustee, A Franklin has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Board of Trustees.

The Trustees will receive regular reports from NG nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Trustees will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

The Trustees as the employer provides access to competent H&S advice via A Franklin as required by the Health and Safety at Work Act 1974]

## **RESPONSIBILITIES OF THE LEAD STAFF MEMBERS**

Overall responsibility for the day-to-day management of health and safety in accordance with the Trustees' health and safety policy and procedures rests with the Lead staff members.

They have responsibility for:

- Co-operating with the Trustees to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Trustees on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant, and equipment are maintained in a safe and serviceable condition.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction, and training.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

**Whilst overall responsibility for health and safety cannot be delegated, the Lead Staff Members may choose to delegate certain tasks to other members of staff.**

The task of overseeing health and safety on the site has been delegated by the Donna Rusling to Vanessa Toyne, SEND Consultant and Sarah-Jayne Walker Lead CE Conductor.

## **RESPONSIBILITIES OF OTHER STAFF HOLDING POSTS OF SPECIAL RESPONSIBILITY**

- Apply NG health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Administrator – D Rusling of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of enough information, instruction, training, and supervision to enable staff and clients / children to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

## **RESPONSIBILITIES OF STAFF TOWARDS CHILDREN/ CLIENTS AND OTHERS IN THEIR CARE**

All staff are responsible for the health and safety arrangements in relation to staff, children, clients, and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible;
- Be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Provide written job instructions, warning notices and signs as appropriate;
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluate promptly and, where appropriate, act on criticism of health and safety arrangements;

- Provide the opportunity for discussion of health and safety arrangements;
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- Where private vehicles are used to transport children on trips, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.
- Be aware of the practical guidelines for working at height on the premises. (See separate appendix).

N.B. When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to Donna Rusling.

## **RESPONSIBILITIES OF ALL EMPLOYEES**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Co-operate with the Administrator and others in meeting statutory requirements; not interfere with or misuse anything provided in the interests of health, safety, and welfare;
- Always comply with NG health and safety policy and procedures, and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal;
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the administrator.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons, ensuring that tools and equipment are in good condition and report any defects to the administrator.
- **Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the administrator.**
- Be aware of the practical guidelines for working at height on the premises.

## **RESPONSIBILITIES OF CHILDREN / CLIENTS**

All children / clients are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and those around them;
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Observe all the safety rules of NG and in particular the instructions of the staff in the event of an emergency;
- Use and not willfully misuse, neglect or interfere with things provided safety purposes.

N.B. Children / clients will be made aware of these responsibilities through direct instruction, and notices.

## **SMOKING**

Naomi's Garden operates a no smoking policy

Policy Adopted by Trustees on: 24.01.2022  
Policy Last Reviewed on: 31.05.2025  
Policy Due for Review on: 31.05.2026