




Branas School

Health & Safety Policy

	Reviewed:
Author: Tonia Lewis	September 2023
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CareTech's children's education services provide a safe and stimulating learning environment in which young people are always offered a fresh start, and empowered to achieve and fulfil their unique potential

1. Description and Ethos of Branas School

OUR CULTURE AND ETHOS

We are committed to providing a nurturing, safe and vibrant learning environment that fosters a love of learning and enables every student to become the best they can be. Respectful and supportive relationships are at the heart of all that we do: we value every member of the school community equally. We recognise that our pupils bring different experiences, interests and strengths, and we understand these will influence the way they learn. Therefore, we take a child-centred approach to education that recognises and responds to individual need. We celebrate effort and achievements and set high expectations. We are here to help our students learn the skills they need to become successful, motivated and resilient young adults who are fully equipped to make a positive contribution to society.

Branas Isaf operates an integrated model of care, education and therapy underpinned by the Good Lives Model. The school exists to improve the quality of life of our pupils both now and in their future. We specialise in supporting the Good Lives Model as a framework to offender rehabilitation, and as an underpinning therapeutic model across both care and education for the development of pupils.

The Good Lives Model (GLM) is grounded in the ethical concept of human dignity and universal human rights, and as such, it has a strong emphasis on human agency. That is, the GLM is concerned with individuals' ability to formulate and select goals, construct plans, and to act freely in the implementation of these plans. A closely related assumption is the basic premise that offenders, like all humans, value certain states of mind, personal characteristics, and experiences, which are defined in the GLM as primary goods.

OUR SCHOOL

Branas School is an Independent School operating within the Branas Isaf Company, a subsidiary of CareTech Community Services Ltd., who are the proprietors.

The school provides specialist education to boys aged 11 to 18 years with social, emotional and mental health (SEMH) needs, and who are Looked After Children.

OUR PUPILS

All young people in Branas School have a history of harmful behaviours and social, emotional and mental health needs often accompanied by a range of additional learning needs.

Most of the pupils have had interrupted histories in education and care. There are a wide variety of attainments on admission. All have fragile self-esteem and demonstrate difficulties

with authority and a lack of trust in adults. Many have experienced loss and trauma, leading to attachment difficulties. As a result, many experience difficulties in forming and maintaining appropriate, positive relationships with others and have a limited ability to work cooperatively.

Pupils are:

- aged 11 to 18;
- boys only;
- placed within the residential setting of Branas Isaf;
- residents from placing authorities throughout the United Kingdom;
- all present a range of harmful behaviours;
- most are in receipt of an EHC plan or a Statement of SEN.

THE VISION

BELIEVE, EMPOWER, ACHIEVE, ASPIRE

BELIEVE IN OUR TEAM AND IN OUR LEARNERS
EMPOWER OUR LEARNERS TO BELIEVE IN THEMSELVES AND THEIR PERSONAL JOURNEY
 NURTURE OUR LEARNERS TO **ACHIEVE**
 AND **ASPIRE TO BE THE BEST THEY CAN BE.**

The school moto is at the heart of everything we do at Branas School -

"Community with learning, is a community with heart"

"Cymuned a'i chynefin, sy'n chymuned â chalon"

This vision drives everything we do and will be achieved through:

- A rich, deep and personalised education designed to meet the needs of each pupil;
- A pupil centred, skills focused curriculum that is relevant to the 21st century and inclusive of all;
- Encouraging all members of the school community to strive beyond expectations and develop a lifelong love of learning;
- Offering a broad range of learning experiences within a curriculum that values academic attainment as well as social, moral, spiritual and cultural aspects of education;
- Providing personalised careers education and guidance, with aspirational next steps planning, preparing pupils for their future;
- Recognising that time is precious; working quickly to turn around pupils' attitudes towards education so they enjoy their time at school and make the most of the opportunities on offer;
- Working collaboratively with our professional partners to support the needs of each individual pupil.

Pupils will:

1. Be challenged to engage in learning and achieve meaningful qualifications that will enable them to take their next steps in education, employment or training;
2. Develop into healthy, resilient and confident individuals who are ready to lead fulfilling lives as valued members of society;
3. Create, nurture and maintain healthy positive relationships with others;
4. Experience success, whatever form it takes;
5. Become enterprising, creative contributors ready to play a full part in life and work;
6. Celebrate diversity and develop into ethical, informed young people who are ready to be citizens of the world.

OUR MISSION

Our mission statement is:

We provide a safe and inclusive learning environment that nurtures mutual respect and encourages reflection so that our pupils develop the knowledge skills and confidence to enable them to achieve their potential in all aspects of their lives.

OUR VALUES AND AIMS

Our values are:

- **Aspiration** : We encourage each other to be the best we can be
- **Curiosity**: We never stop learning and wondering about the world
- **Independence**: We think for ourselves and determine our own future
- **Innovation**: We look for new and creative solutions to problems
- **Reflection**: We learn from our experiences
- **Tolerance**: We value difference and respect other people's opinions
- **Trust**: We believe in the honesty and reliability of others



Our Aims:

- All pupils will undergo a 2 week induction period where we look to initial assess and diagnose learners within core subjects areas and look to support a transition timetable to reintegrate learners successfully back into education
- Within the first 6-weeks all pupils will undergo in depth assessments in order for us to fully understand them and their needs for effective learning;
- Everyone in Branas Isaf supports and challenges pupils to invest in education as a priority for a successful placement;
- All pupils are supported and challenged to achieve at least 95% attendance in school;
- All pupils are supported and challenged to engage in creative learning experiences appropriate to their needs, and supported by an accurate individual learning plan;
- All pupils are supported and challenged to achieve nationally recognised academic awards in core subjects;
- All pupils are supported and challenged to achieve accreditation in a wide range of subject areas ;
- All pupils are supported and challenged to become independent learners;
- All pupils learn how to keep themselves safe, and build positive relationships with those around them;
- All pupils are enabled to take part in decisions that shape their lives, the school and the community in which they live;
- All pupils are supported to demonstrate the behaviours needed to stretch themselves and cope with the challenges of learning;
- All pupils are enabled to attend and participate in regular therapy sessions;
- All pupils learn strategies to manage their feelings and know where to go for help when things are difficult;
- All pupils will have the opportunity to participate in work experience and work-related learning opportunities;
- All our pupils learn the skills to interpret data and apply mathematical concepts;
- All our pupils learn the skills to use digital technologies creatively and safely in preparation for the world in which they will live;
- All pupils are supported and challenged to lead healthy, active lifestyles and be prepared to make a positive contribution to society as adults.

2. Health & Safety Policy

Introduction

This Health and Safety Policy is written to establish the specifics of the school's procedures and practices, taking into account the overall responsibility of CareTech Children's Services for the Health and Safety of all employees and young people in its care.

The law says:

- ✓ The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff.
- ✓ Employees also have a duty to look after their own and others' health and safety.
- ✓ Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

Given the nature of the services provided by the school, CareTech expects that all staff in school will:

- Carry out risk assessments to ensure that all new curriculum activities are as far as possible free from risk.
- Complete all risk assessments before any young person undertakes any additional / off-site activity and that, as part of the risk analysis, all necessary written consents are obtained.
- Never knowingly place the safety and wellbeing of any young person at the school in any danger.
- Always put the Health and Safety of staff and young people as our primary consideration and never knowingly compromise this consideration in any way.
- Ensure all parts of the school to which young people have access are, so far as reasonably practicable, free from hazards to their safety.
- Ensure any activities in which young people participate are, so far as reasonably practicable, free from avoidable risks.
- Identify and eliminate all avoidable risks to health or safety of young people as far as possible.
- Ensure staff trained in First Aid are available throughout the school day, both in school and on any off-site activity.

The School Commitment

In line with the expectations on the proprietors, Branas School

- Will carry out rigorous and comprehensive risk assessments prior to admission of any young person in order to consider the potential risks they present against any risks arising from the school environment and activities routinely undertaken during the school day.
- Will, as far as possible, maintain safe and healthy working conditions for all employees and young people, providing a clean and well-maintained working environment with appropriate resources and equipment to ensure safe systems of work covering all activities.
- Accept responsibility for providing staff within the school and young people, where appropriate, with information, instruction and training whenever necessary to ensure safe working practices.
- Will endeavour to ensure that other people affected by the school's activities i.e. visitors, contractors and members of the wider community, are provided with information and support, where necessary, to ensure their safety, when affected by the activities of the school.

Furthermore:

- Where risks to Health and Safety need to be assessed under a specific duty or Regulation, CareTech carries out regular assessments and ensures that all actions shown to be necessary as a result of these assessments are implemented.
- CareTech carries out a regular programme of testing and risk assessment / management procedures. These include procedures for:
 - fire risk assessment
 - checks on fire extinguishers
 - water purity testing
 - electrical equipment testing
 - asbestos surveys
- Where risks to the Health and Safety of staff and/or young people, which are due to conditions within the school or on site, are noted, the Executive Headteacher will ensure that CareTech is notified as quickly as possible.
- The school will provide information regarding this Health and Safety policy and procedures, as requested by parents and/or Local Authorities, acting as corporate parents.

Roles and Responsibilities

1. Branas School accept overall responsibility for providing instruction and training in order to ensure that the responsibilities shown in this policy, and other related policies, are fully understood and complied with.
2. The Headteacher is the person to whom CareTech delegates day-to-day responsibility for Health and Safety procedures and practices within the school.
3. Every member of staff is required to read this policy and all teachers sign to say that they have received and understood it.
4. The responsibilities placed on staff within this policy are intended to comply with legal requirements as well as reducing the likelihood of unsafe environments or practices persisting.
5. As a consequence of this intention all staff will:
 - Comply with the school Health and Safety Policy.
 - Fully observe any safety rules and advice issued by Health and Safety professionals
 - Report any safety hazard within the school or their work area if off-site, and any malfunction of an item equipment to the Health and Safety officer as soon as possible and complete the Health and Safety log before leaving work for the day.
 - Conform to all written or verbal instructions contained in any relevant risk assessment to ensure their personal safety and the safety of others.
 - Conform to the Staff Code of Ethical Practice (see Safeguarding Policy).
 - Use all safety equipment and/or protective clothing provided for appropriate tasks.
 - Avoid any improvisations that could create an unnecessary risk to personal safety or to the safety of others.
 - Maintain all resources and equipment in good condition and report any defects to the Health and Safety Officer as and when they occur.
 - Report all accidents to the Headteacher and complete the accident log, whether injury is sustained or not, before leaving the school for the day.
 - Complete as requested any training course designed to further the needs of Health and Safety.
 - Observe all appropriate procedures concerning processes and hazardous materials and substances used.
 - Observe and comply with fire evacuation procedures, and make themselves aware of all fire extinguishers and fire exits, keeping doors marked as fire doors closed at all times.

- Ensure that young people in the school do not unnecessarily place themselves or others in danger.
- Ensure that young people do not interfere with, or misuse, safety equipment such as fire extinguishers or fire alarms.

The Health and Safety at Work Act, 1974

Duties of the Employer:

Under the Health and Safety at Work etc. Act 1974, the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks; and
- ensure that adequate training is given to employees on health and safety matters.

Under Standard 3, Regulation 11 of The Education (Independent Schools Standards) Regulations 2014:

“The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.”

Therefore, schools must set out health and safety arrangements in a written health and safety policy.

Duties of the Employee:

- Take all reasonable steps to care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work;
- Co-operate with management to enable the employer to carry out their legal duties or any requirements as may be imposed.

Section 8 of the Act additionally requires that:

- No person shall intentionally or recklessly interfere with, or misuse, any item provided in the interests of Health, Safety and Welfare.

Regulation 12 of the Management of Health and Safety at Work Regulations 1992 further extends the duties of employees as follows:

- Every employee must use machines, equipment, dangerous substances, transport equipment, means of production or safety device provided by the employer, in accordance with the training and instructions received, (whether this be written or verbal);
- Every employee must inform the employer or any other employee with specific Health and Safety responsibilities for fellow employees:
 - a. Of any work situation where it is considered that the training and instruction received by themselves or a fellow employee could represent a serious and imminent danger to their Health and Safety; and,
 - b. Of any matter where it is considered that the training and instruction received by themselves or a fellow employee, could present a failure in the employer's protection arrangements for their Health and Safety, even where no immediate danger exists.

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

Health & Safety Rules

This section specifies both the general rules laid down by CareTech for the attention of all employees and specific rules relevant to the school.

These rules must be complied with and intentional failure to observe them will be considered to be a breach of contract of employment and will result in disciplinary action being taken.

These rules are prepared taking into account of Health and Safety legislation and any intentional breach of the legislation by an employee is a criminal offence and may result in heavy penalties.

The school recognises that it is not possible to prepare rules covering every possible eventuality as circumstances may vary depending upon the nature of work. However, all staff are expected to act in a sensible manner and adhere to verbal or written instruction given by CareTech, the school's Health and Safety Officer or the Executive Headteacher.

Every member of staff has a responsibility for him/herself and others in the workplace. If there are any doubts of any aspect of their responsibilities they are required to ask senior staff or contact CareTech.

Rules Covering Health & Safety at Work within the School

Working Practices:

- Staff must not operate any specialist equipment unless they have been trained and authorised to do so;
- Young people at the school must not operate any item of equipment unless they have received sufficient training from staff and are under adequate supervision;
- Staff must make full use of equipment guarding or any other type of associated safety device and ensure that young people also comply with this requirement;
- Staff must not clean any item of equipment that is in motion or has uncovered moving parts;
- Staff must not leave any item of equipment in motion while it is unattended, or when any young people are unsupervised;
- Staff must report any fault, defect or malfunction on any item of equipment; fixture or fitting which could cause danger to anyone;
- Staff must not carry out any repairs or maintenance work of any description unless authorised to do so;
- Staff must use all liquid substances and cleaning materials etc., in accordance with written instructions, returning them to their designated area
- Staff using chemicals must take all reasonable precautions to ensure their safe use by other staff or young people at the school.
- All chemicals that could in any circumstances be considered dangerous must be stored appropriately within approved COSHH storage (Control of Substances Hazardous to Health Regulations 2002), which must be locked when not in use.
- In carrying out their roles, all staff must use safe, approved manual handling practices. In particular with reference to the use of physical intervention techniques with young people, staff must be trained in Maybo and use only approved holds.
- Rigorous risk assessments must be carried out before any off-site activity or educational visit is undertaken, to ensure that all foreseeable risks are planned for or eliminated. Staff must identify the educational benefits of visits and how they support young people and/or the taught curriculum and present these, alongside the risk assessment, to the Headteacher at least one week before the planned visit or activity (see Educational Visits Policy).

For further information please refer to the School's Educational Visits Policy

School Transport

- When available, the school has a designated driver for the school's minibus. He is responsible for ensuring the proper maintenance of the vehicle and ensuring that safety regulations are observed when using the transport.
- At times, young people may be transported in other company vehicles, with nominated drivers and accompanied by care staff. On rare occasions a private vehicle may be used to transport young people, provided that a senior member of staff has given permission for this.
- All drivers of company vehicles must be registered with CareTech as a company driver. All use of personal vehicles must be covered by appropriate personal business use insurance, presented in evidence prior to the vehicle being used for company purposes.
- All young people must wear a seat belt at all times when transport is in motion and, where appropriate, regulations regarding booster seats must be applied.
- A risk assessment must always be undertaken when young people are transported and this must have particular reference to any young people whose behaviour is a cause for concern.

For further information please refer to the School's Educational Visits Policy

E-Safety

- Using the internet for online research is a valuable activity that young people need to understand as they prepare for adult life.
- However, the young people attending Branas School have histories of poor behaviour and some may have suffered sexual exploitation prior to joining the school.
- On occasion there may be a specific prohibition order concerning internet access applied to a young person by a court order. In this case staff must, where necessary for the purposes of education, access the internet on behalf of the young person and relay any necessary information to them.
- Under no circumstances should young people have unsupervised access to internet sites, chat rooms etc.
- Young people are not allowed access to private mobile phones at any time.
- The use of private mobile phones by staff member is specifically forbidden in classrooms. These may be used in the staff room and outside the school buildings, provided that young people are not present.

For further information please refer to the School's Safeguarding Policy, Anti-Bullying Policy and Acceptable Use Policy.

Work Experience

All young people in Branas School are offered the opportunity to complete a work experience placement. Most complete work experience in both Y10 and Y11.

Comprehensive risk assessments are carried out before each placement, covering the premises, personnel, procedures and activities to be undertaken.

Young people are offered a similar level of personal supervision during work experience as they would have in school.

Warning Signs and Other Notices

- Staff must comply with all warning signs and safety notices displayed on the premises, and are expected to read staff notice boards where any additional information is displayed;
- Staff must comply with specific safety instruction notices, which are displayed in any area of the school premises.
- Staff must ensure that young people have seen, understand and comply with all warning signs and safety notices displayed on the premises.

Working Conditions / Environment

- Staff must keep stairways and passageways clear and work areas in a neat and tidy condition;
- Staff are expected to clear up all spillages promptly and provide warning signs or alert others to wet or slippery floor areas.
- Staff must ensure that all classrooms are kept free from clutter and mess, floors are clear and exit points are not blocked. Staff must ensure that coats and school bags belonging to pupils are stored safely out of the way.
- Staff must ensure that a room-specific risk assessment is completed for their classroom. The Headteacher will be responsible for completing a risk assessment of all communal areas in the school, including outside spaces. Avoidable risks identified in the school must be rectified at reasonable cost.

Fire Precautions

- Escape routes from the school in the event of fire are displayed around the school and staff must make themselves aware of the location of firefighting equipment and all escape routes from the premises;
- All classroom must display information on what to do in the event of a fire and a plan of escape routes;
- Staff must ensure that any obstruction to firefighting equipment or escape route are removed at the earliest possible opportunity;
- Staff must not use firefighting equipment for any other purpose from that which it is intended;
- Staff must not move or remove firefighting equipment from the classroom for storage elsewhere;
- Staff receive instruction on the actions to be taken in the event of a fire emergency, and must ensure that they know what actions they will be expected to take;
- Staff must consider the safety of young people as paramount in all instances of a fire and understand assembly and evacuation procedures and know who is responsible for registration procedures and giving instructions;
- The school will carry out unannounced fire evacuation drills at least once per term and ensure that these are recorded. Any shortcomings noted during these drills will acted on immediately by the Headteacher and staff;
- Fire alarms will be tested weekly out of school hours to ensure that they are working correctly and that they can be heard around the school premises.

Accidents / Incidents

- Staff must seek attention or advice for any injury received whilst in the school. All accidents must be reported to the Headteacher and recorded in the log before leaving the school at the end of the day;
- Any possible Health and Safety risks brought to light by and accident/incident will be investigated by the Health and Safety Officer and where necessary reported to CareTech by the Headteacher.
- Subject to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013), any work related incident that leads to a death, inability of a member of staff to carry out normal duties for more than 7 days or which leads to 3 days or more work time being lost will be reported to the Health and Safety Executive (HSE), as will any accident to a member of the public whilst on the school site.

- All staff must be trained in emergency first aid during their initial induction period. The school must always have at least one suitably trained designated first aider on site when pupils are present in the school.

Health

- Staff must report to the Executive Headteacher any medical condition or any other problem that they are suffering from which may affect the safety of themselves or others;
- Staff must co-operate with the Executive Headteacher where a medical condition may require further examination to safeguard the health of other staff, young people or visitors to the school.
- Staff must be vigilant to any medical conditions observed in pupils, non-school staff or visitors to the school, and report their concerns to the Executive Headteacher immediately.

Food Hygiene: Preparation & Storage

- Staff must maintain high standards of personal hygiene at all times, especially in food preparation areas;
- Any member of staff preparing or handling food for public consumption in the school must have a basic (level 1 or level 2) Food Hygiene Certificate;
- Staff must follow all the prescribed rules for food hygiene;
- Staff must ensure that all food is stored correctly and take all precautions against it becoming contaminated;
- Staff must ensure that all utensils are properly cleaned after each use;
- Staff must dispose of all domestic and food wastes in the appropriate bins provided and, in particular, not leave food on work surfaces or in classrooms overnight.

Storage of Medicines

The Branas First Aid Policy provides the framework for considering the safe storage of medicines and medical substances / equipment.

Controlled medications for use by the young people at the school must be stored in the locked medical cabinet in the office when not being used. The only exception to this is when young people are responsible for their own medication as part of their personal development plan.

Staff who are taking medication for their own health-related conditions must ensure that all supplies are securely stored out of sight and not in areas accessible, or potentially accessible, to young people.

Application and Monitoring of Agreed Rules

Staff must report any breach or deficiency in any of these safety rules to the Executive Headteacher or Head of Education Services as soon as possible.

The Executive Headteacher, or other staff member designated by the Executive Headteacher, will carry out a weekly check of the physical premises to ensure them to be 'safe' and record any identified concerns to be reported for remedial action. This check will be recorded in the school's Health & Safety Log.

As part of the Quality Framework, the Executive Headteacher will carry out an audit of risk assessments completed by the school on a half termly basis, as part of the schools paperwork audit evidence base.

As part of the Quality Framework, all teachers regularly taking pupils on Offsite Educational Visits, including Physical Education and Outdoor Pursuits, must have a formal observation of these activities completed by the Executive Headteacher/EVC, at least once per year.

Monitoring and Evaluation of This Policy

This policy will be monitored through scrutiny of risk assessments and records of incidents.

Evaluation will be through discussion with staff and feedback from young people, their parents/carers and referring Local Authorities.

The policy will be reviewed at least once a year, or whenever a particular incident points to a failure of procedures and practice. **The next annual review is due in September 2024.**

Related Policies

This policy is one of a developing suite of policies in the school's Safeguarding Portfolio. It takes account of guidance on Health and Safety in education and should be read alongside these policies:

- Safeguarding Policy
- Offsite Educational Visits Policy
- Behaviour and Discipline (including Rewards and Sanctions)
- Physical intervention and the use of reasonable force
- Anti-bullying
- ALN
- Missing children
- Complaints procedure
- Whistle blowing
- Safer recruitment
- Acceptable Use Policy (Internet and media technologies)
- Staff grievance and disciplinary (including management of allegations)

Further Sources of Advice

- The Management of Health and Safety Regulations 1999
- The Adventure Activities Licensing Regulations 2004
- Health & Safety Executive, Information about reporting injuries
- Health and Safety Executive, information on a range of health and safety issues
- Outdoor Education Advisers' Panel, information on 'school trips' (not just outdoor activities)
- Outdoor Education Advisers' Panel, National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom
- CLEAPSS, Advice on science safety
- Association for Science Education, for advice on science safety
- Association for PE, for advice on safety in PE and school sports
- Council for Learning Outside the Classroom, information on 'school trips' including accreditation

