




Health and Safety Policy

Version	Date	Written/Amended by	Recipients	Review Due No Later Than
1.0	26/01/2023	Naomi Bush, Director 	All Green Sparks staff	19/01/2024
1.0 reviewed without changes	19/01/2024	Naomi Bush, Director 	All Green Sparks staff	17/01/2025
1.1 Updated to refer to Critical Incident Policy	06/01.2025	Naomi Bush, Director 	All Green Sparks staff	20/12/2025

Green Sparks Health and Safety Lead: Naomi Bush

1. Introduction**1.1 Aims**

Green Sparks recognises its legal and moral responsibilities to persons who may be adversely affected by activities we offer. Green Sparks will:

- Develop and regularly update the health and safety policy and advise employees of it;
- Develop and update a critical incident policy and advise employees of it;
- Ensure, so far as reasonably practicable, the health, safety, and wellbeing of staff; the health and safety of learners; and the health and safety of visitors including volunteers involved in any activity and contractors
- Assess the risk of activities; introduce measures to manage the risks, and instruct employees about the risks and the measures to control them;
- Ensure that staff are competent and trained in their responsibilities (including written records of training); and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

1.2 Consultation

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Green Sparks will communicate this policy to all staff, relevant professionals and learners through inductions, meetings, day to day communications, staff meetings and training. A copy of this policy and all policies will be available on request

1.3 Legislation and Guidance

Health and safety in educational settings is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

Although Green Sparks does not maintain its own site of operations, the organisation is aware of its wider obligations in relation to the government guidance 'Health and safety: responsibilities and duties for schools' (2022) and 'Emergency planning and response for education, childcare, and children's social care settings' (2022)

2. Procedures and practice

2.1 Roles and responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and wellbeing during Green Sparks' activities. The individuals and groups identified below are expected to have read and understood Green Sparks policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

The Health and Safety Lead will:

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work for Green Sparks
- Ensure, as far as reasonably practicable, the health and safety of learners, staff and volunteers engaged in activities.
- Seek improvement to working conditions according to priorities within existing resources.
- Ensure that site specific risk assessments are carried out in accordance with Green Sparks risk assessment policy and to ensure the assessments are reviewed at least annually or sooner where there is a change or need for improvements
- Day to day management of all health and safety matters at Green Sparks in accordance with the health and safety policy.
- Ensure regular workplace inspections are carried out.
- Ensure action is taken on health, safety and wellbeing issues.
- Pass on information received on health and safety matters to appropriate people.
- Ensure accident investigations are carried out and appropriately reviewed.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure that staff can access training to ensure their competence for their task.

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- Ensure that volunteers receive adequate instruction and supervision to work safely.
- Ensure all staff accidents, significant learner accidents and third-party accidents are reported to the SEN Department assigned caseworker.
- Review on an annual basis, all accidents and incidents reported to identify trends.
- Where contracts are negotiated between Green Sparks and a contractor, Green Sparks health and safety lead will monitor purchasing and contracting procedures, to ensure that the employer's health and safety policy is complied with and any work carried out is appropriately managed. Where work carried out by a contractor is deemed unsafe, the lead will ensure that the contractor review their working to ensure the risk is managed. Whilst the responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff.

Employees are directly responsible for:

- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operating fully with the H&S Lead and other delegated named staff on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to the H&S Lead or other responsible person, any accidents, injury, significant near miss, incident of violence and aggression or cases of work-related ill health.
- Report to the relevant person, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

Volunteers

Volunteers and work experience persons have a responsibility to act in accordance with Green Sparks policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

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Volunteers are also expected to act only under the supervision of a qualified member of staff.

Contractors

All contractors will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the health and safety policy and not endanger themselves or others
- The H&S Lead must ensure that any temporary rules, such as exclusion from parts of the school site, are known to all staff, learners and volunteers. All contractors must report to the H&S lead named above before any work takes place and prior to each working session. The H&S lead should then inform the contractor of any conditions which may affect their safety and that of others.

Visitors and other users of the premises

Green Sparks operates in school sites and family homes and does not maintain any premises of its own so does not anticipate hosting visitors.

Participants

Participants will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and /or hygiene
- Observe all the health and safety rules and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All participants and parents will be made aware of this section of the policy by way of discussions by facilitators

2.2 Aspects

First Aid

Green Sparks operates in school sites and family homes and does not maintain any premises of its own.

Green Sparks will ensure that all staff are offered basic first aid training to assist them when carrying out their work in home environments.

As part of each site-specific risk assessment, Green Sparks will ensure host schools share their first aid policies and staff comply with them and that first aiders are identified and staff given clear instructions about where to find them on site.

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Accident recording

Green Sparks will record all accidents in accordance with HSE Accident reporting guidelines. All accidents are to be recorded using the accident record form and promptly shared with the H&S lead. Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be completed by Green Sparks.

The H&S Lead co-ordinate with their equivalent in the host school where appropriate, as well as informing SEN caseworkers, Social Workers and other professionals as appropriate of any serious injury/accidents.

In addition Green Sparks will follow procedure for accident reporting at the site on which the accident occurs.

Emergency Planning

While Green Sparks do not maintain our own site, we refer at all times to the guidance outlined in the government guidance Emergency planning and response for education, childcare, and children's social care settings (2022). Of particular relevance Green Sparks is aware of its duties as follows;

“In an emergency, where possible, specialists, therapists and other health professionals who support children and young people with SEND (for example speech and language therapists, physiotherapists, occupational therapists, educational psychologists and specialist teachers), should provide interventions as usual.

Where children and young people with EHC plans are not attending their education setting because they are following public health advice, multi-agency professionals should collaborate to agree how to meet their duties to deliver the provision set out in the EHC plan.

Some pupils and students with SEND may need specific help adjusting to any changes in their routines that emergency measures may involve. Staff should plan to meet these needs based on the individual pupil or child and their circumstances, for example using social stories”

Green Sparks works by joining existing multi-agency teams working to support individual children, and as such will never be the lead professional for participants. However Green Sparks will always seek to work effectively as part of the multi-agency team and support any individualised plans formed in response to emergencies.

The nature of the model of support provided by Green Sparks makes it particularly adaptable to changes in a child's environment. For example services can be delivered outdoors on a socially distanced basis if required.

Administration of medicines

Green Sparks staff will not have a role in the administration of medicines and should make this clear if they are requested to do so.

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Site Specific Risk Assessments (replacing Policies and Procedure for Off Site Visiting)

Green Sparks does not maintain a site of operations and instead operates from schools or homes according to learner need. The H&S lead will ensure a site specific risk assessment is completed in respect of all schools and homes where Green Sparks staff work. In schools this will include identifying the relevant first aiders and fire safety leads and ensuring staff know where to find them and have access to the school's health and safety policies.

Electricity

Green Sparks will undertake to inspect and test any portable appliances by a competent person on at least two yearly basis with a written annual visual check in between the years of PAT test. The competent person will produce an inventory of test which will be kept within the Health & Safety file.

All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment will not be used, will be labelled and reported as defective for replacement/repair.

If personal items of electrical equipment are required to be used then permission must be sought from Green Sparks and the equipment must have a current portable appliance test completed on it.

Work Equipment

All work equipment will be purchased from a reputable supplier. Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment.

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the Centre. All employees will be expected to wear the PPE when operating the equipment.

Control of hazardous substances

All substances that may be considered hazardous to health will be COSHH assessed. A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored. Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

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Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

Violence/Challenging Behaviour

Green Sparks operates for children and young persons with SEN and/or Social Emotional and Mental Health challenges. Due to the nature of our participants all staff are aware and have experience in dealing with potential outbursts from learners. Any incidents of verbal and physical abuse will be recorded. Where continued regular outbursts/threats of violence or physical aggression is shown by a participant, which is above normal range for that particular child, is recorded then a specific Risk Assessment and procedure will be put in place for them to assist them with self-regulation and minimise risk to themselves and others.

Training needs are reviewed regularly through staff supervision and provided where additional knowledge and support is required to deal with such challenging behaviour.

Manual Handling

Green Sparks staff should not undertake any manual handling during the course of their duties.

Lone Working

Green Sparks staff will undertake the majority of their work on a one to one basis, meaning lone working is common. Green Sparks maintains a Lone Working Policy and is committed to ensuring it is implemented in full and staff feel supported and emotionally contained in what is often complex work.

Training and Records

Green Sparks will ensure that all staff have suitable and sufficient training to complete the tasks required of them. Green Sparks will ensure all training is recorded and update training is completed where required.