Health & Safety Policy

Policy Code	Authorisation Date	Next Review Date
OPC/7	*September 2020*	*September 2021*
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Associated Documents		

1. POLICY STATEMENT

1.1.1 OSG UK and its affiliated Campuses recognise that they have a legal duty of care to protect the health, safety and welfare of its employees, students and others who may be affected by the organisation's and Campus' activities.

1.1.2 In order to discharge its responsibilities, OSG UK will:

- Bring this Policy Statement to the attention of all employees

- Carry out and regularly review risk assessments to identify proportionate, workable and effective ways of reducing risk

- Communicate and consult with employees on matters affecting their health and safety

- Comply with all relevant legal requirements, codes of practice and regulations

- Eliminate risks to health and safety, where practicable, through selection and design of materials, buildings, facilities, equipment and processes

- Secure the health and safety of students, teachers and volunteers on Campus trips

- Encourage staff to identify and report hazards so that everyone contributes towards improving safety

- Ensure that emergency procedures are in place for dealing with all health and safety issues

- Maintain premises, and provide and maintain safe plant and equipment

- Engage contractors who demonstrate due regard to health and safety matters

- Provide adequate resources to control the health and safety risks arising from each Campus' activities

- Provide adequate training and ensure that all employees are competent to do their tasks

- Provide an organisational structure that defines the responsibilities for health and safety

- Provide information, instruction and supervision for employees to ensure that all its employees are aware of their legal duties and responsibilities

- Monitor performance regularly and revise policies and procedures to pursue a programme of continuous improvement

1.1.3 Where risks are identified that cannot be eliminated, they will be minimised by substitution, the use of physical controls or, through safe systems of work or, as a last resort, use of personal protective equipment.

1.1.4 This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the Campus activities or legislation. Any changes to the Policy will be brought to the attention of all employees.

1.2 ROLES AND RESPONSIBILITIES

Board of CAs

1.2.1 The Board has the ultimate responsibility for the health and safety of the Campus. It discharges this responsibility via the Campus Principal, who in turn can delegate to the Health and Safety Officer or Educational Visits / Transport Coordinators and individual teachers.

1.2.2 The Board will ensure that:

- They provide a lead in developing a positive health and safety culture throughout the Campus

- Any decisions reflect its health and safety management intentions

- Adequate resources are available for the implementation of health and safety

- An effective management structure for the implementation of health and safety is established

- They will promote the active participation of employees in improving health and safety performance

- Adequate guidance is provided for the safe management of educational trips and activities

- The health and safety performance of the Campus is reviewed annually following termly reports from the Health and Safety Officer and safety improvements are planned for the following year.

- They are provided with enough information to ensure the Health and Safety Officer is performing their role

- Health and Safety CAs are adequately competent to undertake their role and suitable training will be provided where necessary

Health and Safety Officer

1.2.3 The Health and Safety Officer is a member of staff who provides a link between the CA Team, the Campus Principal and staff. The Health and Safety Officer is the primary responsible person for health and safety in the Campus. The Health and Safety Officer will ensure that:

- Any duties allocated to them by the Health and Safety CA are completed.

- Regular updates are given to the Health and Safety CA to ensure they are aware of any health and safety issues, actions or concerns raised.

- They are available to provide support to the Health and Safety CA and other employees in health and safety matters and using Safety Cloud.

- They are suitably trained and competent to complete any tasks they are asked to perform.

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required

- A health and safety plan of continuous improvement is created and that progress in achieving agreed targets is monitored

- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements

- The Campus Principal is provided with support to enable health and safety objectives to be met

- A positive health and safety culture is promoted and that employees develop a pro-active safety culture which will permeate throughout the Campus

- A system of communication and consultation with employees is established

- The CA Team is kept informed of the implications in changes in health and safety legislation and best practice that impact on the Campus and its activities

- Health and safety standards at events run on the premises out of Campus time are managed in line with the Campus' health and safety policies and procedures

- Effective training programmes have been put into place and are actioned to ensure staff are competent to undertake their roles, all staff should be trained in how to access Safety Cloud and the health and safety documents

- The Campus buildings, plant and equipment are maintained in a safe condition

- Welfare facilities provided are maintained in a satisfactory state

- All contractors are reputable, are competent for the work they complete, demonstrate a good health and safety record and are informed of the Campus' health and safety rules and procedures

- The Health and Safety CA will ensure that regular inspections and audits are undertaken to monitor health and safety standards and provide a healthy and safe workplace. An in-house audit is undertaken on a monthly basis and recorded on Safety Cloud. Any issues found will be reported to the Board of CAs and appropriate action taken.

- An annual report on the safety performance of the Campus is presented to the Trust

- Monthly monitoring reports on the safety performance of the Campus are presented to the Trust

- Independent Campuses Inspection Framework Regulations, Part 3, are being complied with

- There is Input into the Campus Improvement Plan with regard to H&S facilities and management

- A full and proper formal handover of duties is undertaken with the incoming Health and Safety Officer and the National Support Office is informed of these changes to personnel

- They are aware of their responsibilities as a H&S Officer

Campus Principal

1.2.4   The Campus Principal has a responsibility to ensure compliance with health and safety legislation for the day- to-day running of the Campus but may delegate the responsibility for implementation to Curriculum Leaders (any delegation must be approved by the H&S Officer prior to any action).

1.2.5   The Campus Principal will assist the H&S Officer to ensure that:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required

- A health and safety plan of continuous improvement is created and that progress in achieving agreed targets is monitored

- All staff are trained in how to access Safety Cloud and the health and safety documents

- Employees designated with health and safety responsibilities are provided with training and support to enable health and safety objectives to be met

- A positive health and safety culture is promoted and that employees develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel

- A system of communication and consultation with employees is established

- Regular meetings are held where health and safety issues can be discussed, progress made against objectives, plans monitored, and actions decided in conjunction with the Health and Safety CA

- Risk assessments are completed, recorded, reviewed regularly and any changes are brought to the attention of staff who may be affected

- Completed risk assessments are implemented and any action required is monitored

- Health surveillance as identified by COSHH or risk assessments are carried out

- Health and safety records are kept up to date

- Health and safety notices are displayed

- Accidents, ill health and 'near miss' incidents are investigated, recorded on Safety Cloud and reported where relevant to the Health and Safety Officer and ensure it is notified to the enforcing authority

- Contact with external organisations such as the emergency services is coordinated

- Adequate arrangements for fire and first aid are established, to include maintaining the Fire Log Book and Accident Book as appropriate

- A procedure is established for the reporting of health and safety issues and that issues raised are considered for action

- A report on the safety performance of the Campus is prepared with the H&S Officer to present to the Trust at the end of every month

- Students have opportunity within the curriculum and Campus environment to be informed of health and safety issues and encouraged to promote a safe and secure environment.

Curriculum/ Subject Leaders/ Teachers

1.2.6   Curriculum/ Subject Leaders/ Teachers will ensure that in their areas of responsibility:

- They actively promote the implementation of the Health and Safety Policy

- Students and staff have adequate supervision to work safely, providing increased supervision for new and young workers

- Safe systems of work are developed and implemented

- Risk assessments are completed, recorded and regularly reviewed

- Audits, checks and inspections are completed in line with risk assessments and the health and safety management system. Curriculum leaders may be required to undertake termly audits to check the management of health and safety within their subject areas

- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported to the Campus Principal

- They communicate and consult with staff on health and safety issues

- They encourage students and staff to report hazards and raise health and safety concerns

- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner

- Issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented

- Work equipment is maintained in a safe condition

- Statutory examinations are planned, completed and recorded

- Personal protective equipment is provided, staff and students are instructed in its use and that records are kept

- Adequate arrangements for fire and first aid are established

- Any safety issues that cannot be dealt with are referred to the Campus Principal for action

- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and the COSHH assessment.

- Agreed safety standards are maintained, particularly those relating to housekeeping

- All relevant safety documents including CLEAPSS, DfE Guides, etc. are maintained and made available to all employees

- Health and Safety rules are followed by all staff, students and visitors

Site Manager

1.2.7   The Site Manager will ensure that:

- The Campus premises and equipment is maintained in a safe condition and appropriate records are kept

- The schedule of statutory examinations of plant and equipment is maintained in line with legal requirements and defects addressed as appropriate

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- Communication with the Health and Safety Officer and Campus Principal is effective and gives them information on any issues that may affect health and safety

- A system is in place to control and monitor the Health and Safety of volunteers and contractors

Transport Manager

1.2.8 The Transport Manager, is accountable for all matters concerning the health and safety of students and other personnel travelling on buses and other Campus owned or organized transport, including ensuring that:

- OSG UK Campus vehicles are maintained in a safe condition and that log books kept up to date

- Insurance for OSG UK fleet and pool car vehicles are adequate, current and up to date

- MOT tests are carried out as and when required and certificates are kept on file

- Vehicles are currently licensed, including bus permits where appropriate

- Drivers of Campus vehicles are adequately trained and that records are kept

- Regular (daily) vehicle checks are completed and kept on file

- All Drivers are DBS checked and details recorded on the Single Central Record

1.2.9 The Transport Manager oversees the Bus Coordinators and is responsible for ensuring that all parties comply with the instructions set out in OneBus Ltd Handbook and any Campus owned/ managed or operated vehicles are suitably insured and maintained.

Bus Coordinator

1.2.10 Each Campus has a Bus Coordinator who will ensure that:

- Before preparing a driver rota that every driver is approved for driving a OneBus or Campus operated vehicle

- Driver rotas, phone numbers and passenger lists are compiled and issued to the appropriate persons

- The driver checklist is received from the drivers and the end of week report is completed with mileage and checks submitted online to OneBus or held at the Campus if Campus owned/ operated vehicle

- Risk assessments are completed on pickups, drop offs and route planning

- Seats are allocated to students and two bus monitors are appointed to report any unsatisfactory behaviour

- Buses are fitted with a fire extinguisher, high visibility safety vest, safety reflectors, sick bags, stocked first aid kit and driver checklists/ report sheets

- Unsatisfactory behaviour is reported to the Transport Manager immediately

- Arrangements are made for vehicle defects to be rectified as soon as possible

- Secure parking is available when the bus is not in use

Event Manager/ Coordinator

- The Event Manager/ Coordinator is responsible for ensuring that all fundraising and all other similar events run on Campus premises are managed in line with the Health and Safety Policy, and in particular to ensure that:

- An event notification form is completed and sent to the Insurance Brokers / National Support Office at least 7 days prior to an event to ensure adequate insurance cover is in place

- Risk assessments for each event are completed, implemented and brought to the attention of key personnel

- The event is suitably planned in good time to ensure that all issues have been considered and key personnel advised of what is happening

- Emergency arrangements are developed for all events as appropriate

- The provision of adequate first aid facilities are provided

- The provision of adequate insurance is in place

Educational Trips and Visits - Trip Leader

1.2.11   The Trip Leader will ensure that:

- Prior approval for each visit is obtained following the educational visits procedure

- Risk assessments are carried out for educational trips and that appropriate safety measures are in place and that training needs have been addressed

- Trips and visits have a specific and stated objective and that the Campus Principal/ trip leader follows the Health and Safety Policy and guidelines.

- An educational visit should be notified on the Smartsheet link to the National Support Office

First Aider

1.2.12   The First Aiders will ensure that:

- First aid treatment and guidance/ advice are given to any staff members, students and members of the public who may need it.

- All accidents that required first aid treatment are recorded on Safety Cloud and where in place, the accident book is completed.

- They are suitably trained and qualified in line with the First Aid Policy to perform their duties.

Employees and Volunteers

1.2.13   All employees and volunteers must:

- Take reasonable care of their own safety

- Take reasonable care of the safety of students under their control and others affected by their actions

- Observe the safety rules

- Comply with the Health and Safety Policy and Procedures

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- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others

- Make themselves aware of any risk assessments and controls that should be implemented in relation to their area of work

- Dress sensibly and safely for their working environment or occupation

- Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks

- Use safety equipment and/or protective clothing as directed

- Avoid improvisations of any kind which could create an unnecessary risk to their personal safety and the safety of others

- Ensure all equipment is in good condition and report defects

- Report any safety hazard or malfunction of any item of plant or equipment

- Report all accidents whether an injury is sustained or not

- Attend any health and safety training as requested

- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

OSG UK National Support Office

1.2.14 The National Support Office will ensure:

- The implementation of the Health and Safety programme is monitored in all affiliated Campuses

- The audit schedule is rolled out across all Campuses

- Communication links with Southall's are maintained

- That any accidents logged on Safety Cloud are monitored.

- An annual review of the Health and Safety Policy and Procedures is carried out in conjunction with Southalls

Competent Person – Southalls

1.2.15 Southalls provides OneSchool Global UK and its affiliated Campuses with the following services:

- Review of Health and Safety Policy on an annual basis

- Review of Risk Assessments in line with changes required by law or independent Campus Regulation change

- Two (2) intervention visits, per Campus, per annum to ensure risk assessment implementation and compliance with health and safety legislation, best practice and OSG UK policy

- Acting as OneSchool Global UK and Affiliated Campuses competent person in accordance with the Management of Health and Safety at Work Regulations 1999

- Telephone advice helpline with no limit on amount of calls

- Offsite assistance with major accident investigations

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- Monitoring accidents logged on the Safety Cloud to ensure that any reportable under RIDDOR are reported to the enforcing authority and investigated

- Reporting of accidents / incidents to the Incident Contact Centre on your behalf under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013

- Annual account management review

- Access to on-line management system – 'Safety Cloud'

1.3 HEALTH AND SAFETY RULES

General

1.3.1 All employees and volunteers must:

- co-operate with the Campus Principal in fulfilling all legal obligations in relation to health and safety.

- not interfere with anything provided in the interests of health, safety or welfare.

- report any unsafe activity, item or situation.

Working Practices

1.3.2 Employees and volunteers must:

- not operate any item of plant or equipment unless they have been trained and authorised.

- where equipment is guarded, employees and volunteers must make full and proper use of all the guarding.

- not make any repairs or carry out maintenance work of any description unless competent and authorised to do so.

- use all substances, chemicals, liquids etc., in accordance with Campus procedures.

- not smoke on Campus premises.

Hazard / Warning Signs and Notices

1.3.3 Employees and volunteers must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

1.3.4 Employees and volunteers must:

- make proper use of all equipment and facilities provided to control working conditions/ environment.

- keep exits, stairways and passageways clear, and work areas in a clean and tidy condition.

- dispose of all rubbish, scrap and waste materials within the working area, using the recycling and other facilities provided.

- clear up any spillage or liquids in the prescribed manner.

Protective Clothing and Equipment

1.3.5   Employees and volunteers must:

- use all items of protective clothing/equipment provided as instructed.

- store and maintain protective clothing/equipment in the approved manner.

- report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

1.3.6   Employees and volunteers must:

- comply with all laid down emergency procedures.

- not obstruct any fire escape route, fire equipment or fire doors.

- not misuse any firefighting equipment provided.

- report any use of firefighting equipment to their supervisor.

Accidents

1.3.7   Employees must:

- seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment, they must report the incident to their Campus Principal who will in turn inform the Health and Safety CA.

- ensure that any accident or injury treatment is properly recorded on Safety Cloud and, where in use, the Accident Book.

- notify any incident in which damage is caused to property.

Health

1.3.8   Employees and volunteers must report any medical condition or medication that could affect the safety of themselves or others.

Campus Transport

1.3.9   Employees and volunteers must:

- carry out prescribed checks of Campus vehicles prior to use and in conjunction with the prescribed checking procedure.

- not drive or operate any vehicles for which they do not hold the appropriate driving license or permit.

- drive and operate vehicles in line with the guidelines set out by the insurance company.

- not carry unauthorised passengers, unauthorised loads or load vehicles above the stated capacity.

- not use vehicles for unauthorised purposes.

- not drive or operate vehicles if under the influence of drugs or alcohol or whilst suffering from a medical condition or illness that may affect their driving or operating ability.

Rules Covering Gross Misconduct

1.3.10 An employee will be liable to summary dismissal if found to have acted in any of the following ways:

- A serious or willful breach of Safety Rules
- Unauthorised removal or interference with any guard or protective device
- Unauthorised operation of any item of plant or equipment
- Unauthorised removal of any item of first aid, firefighting or other safety equipment
- Willful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- Unauthorised removal or defacing of any label, sign or warning device
- Horseplay or practical jokes liable to cause an accident
- Making false statements or interfering with evidence following an accident or dangerous occurrence
- Misuse of any item of equipment, utensil, fitting/fixture, vehicle or electrical equipment
- Drive a Campus vehicle whilst under the influence of drugs or alcohol
- Deliberately disobeying an authorised instruction

2. PURPOSE

This policy contains the health and safety information and procedures that allow OSG UK and affiliated Campuses to manage health and safety effectively. All staff members will be advised of the location of the Health and Safety Policy on Safety Cloud and the Health and Safety Notice board and will be required to sign to confirm that it has been brought to their attention. Staff who have any queries regarding the contents of this policy, should speak to the Campus Principal in the first instance.

OSG UK takes its responsibility for health and safety very seriously and is committed to a programme of progressive improvement that requires input from all its employees. Staff who see anything during their work that gives rise to a concern is positively encouraged to report it to their Health & Safety Officer.

3. SCOPE

This policy applies to all stakeholders; safety is everyone's responsibility.

A copy of the Health and Safety Policy will be:

- Maintained on Southall's Safety Cloud online software
- Displayed on the H&S Notice Board in the Campus
- Made available to all staff and volunteers
- Brought to the attention of visitors and contractors to the Campus site

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4. DEFINITIONS

Term	Definition
Accident	An unplanned event that causes injury to persons, damage to property or a combination of both.
H&S	Health & Safety
Near Miss	An unplanned event that does not cause injury or damage but could do so.
Work Related Illness	A prescribed illness that is suffered by an employee through the course of work or from a non-employee as a result of activities carried out by the company.

5. PROCEDURES

CONTENTS

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5.1. Safety Cloud

5.1.1. Safety Cloud is a web-based system, providing a modern approach to health and safety management. Safety Cloud is a system designed to record, store accident information, and to produce, hold and manage, risk assessments, clear due diligence trails and policy documentation. Safety Cloud monitors all work equipment and advises of impending inspections, services and maintenance.

5.1.2. All staff are made aware of Safety Cloud as part of their training and advised on where and how health and safety documentation can be accessed. Staff have a unique username and password to the system and a dashboard that provides them with access to all risk assessments, policy and procedural documentation as well as the Supporting Documents module.

5.1.3. OSG UK and Southalls have provided a library of information, guidance, checklists and forms to aid with the management of health and safety in Campuses. This library sits on Safety Cloud as the OSG UK Campuses Supporting Documents module and is a reference point for anyone who needs further information or forms relating to health and safety. The documents have been chosen to be relevant to Campuses and where possible be OSG UK specific, the names of documents are categorised into topic areas to make finding what you need easier.

5.1.4. References to documents are made throughout the Health and Safety Policy document to direct you to the additional information in the Supporting Documents module. You should ask for access to Safety Cloud from your Campus Principal.

5.2. Risk Assessment

☐   SUPPORTING DOCUMENTS: Risk Assessment Policy

5.2.1. In Campus settings it is the responsibility of the Health and Safety CA and Campus Principal to ensure risk assessments are conducted, in practice the actual assessment process may be delegated to Curriculum/ Subject Leaders or individual teachers.

5.2.2. General or Model risk assessments have been produced to assist with risk assessment and provide a basis for teachers or volunteers to consider their specific circumstances. Some assessments may not be relevant to your Campus and others may need customising to suit your specific location and/or work activity. General risk assessments are located on Safety Cloud in Risk Assessment Templates.

5.2.3. The forms are only partially completed and will need to be adapted by a competent person who can complete the rest of the form having considered the generic hazards, risks and control measures listed on the form and add any site-specific items identified. All should be amended and made specific to the Campus with the addition of the Campus name, persons undertaking assessment and the date it was undertaken.

5.2.4. Generic/Model risk assessments are acceptable as long as Campuses:

• Satisfy themselves that the 'model' risk assessment is appropriate to their work
• Adapt the model to their own actual work situations.

5.2.5. When completing risk assessments, it is necessary to refer to the relevant subject guides:

Design & Technology
• CLEAPSS Risk assessments in technology
• BS 4163:2007 Health and Safety for Design and Technology in Campuses and Similar Establishments

Science

- CLEAPSS - All information is available via the CLEAPSS website, login and password details can be provided by the Campus Support Office and is also found in Supporting Documents – CLEAPSS – Login Details.
- http://www.cleapss.org.uk/

Art

- National Society for Education in Art & Design (NSEAD)
  http://www.nsead.org/hsg/index.aspx

Physical Education

- Safe Practice in Physical Education and Campus Sport' BAALPE/afPE
  http://www.afpe.org.uk/

Offsite visits

- Health and Safety of Students on Educational Visits, DfE

5.2.6. Refer to:

- RISK ASSESSMENT TEMPLATES – Educational Visits
- SUPPORTING DOCUMENTS – EDUCATIONAL VISITS

5.3. Communication and Consultation

5.3.1. The Campus has established effective lines of communication so as to involve and consult our employees on issues affecting their health and safety and to take account of their views.

5.3.2. To achieve this objective, we will:

5.3.3. Display the Health and Safety Law poster in an accessible position

5.3.4. Establish effective lines of communication between all employees

5.3.5. Involve and consult with employees and key persons through:

- Individual conversations
- Notice boards
- Internal publications
- Staff meetings
- Health and Safety meetings
- Southall Associates Safety Cloud software
- OSG UK Newsletters and Bulletins

5.4. Safety Bulletins and Alerts

5.4.1. Safety Alerts and Bulletins are used as a way of passing information to individual Campuses about key and relevant topic areas and provide guidance and best practice advice.

5.4.2. Safety Alerts are written by Southalls or the Support Office and uploaded to Safety Cloud under the Safety Bulletins and Alerts Module. Once uploaded the responsible person at each Campus will receive an email advising them that the alert is on the system. This requires the responsible person to go onto Safety Cloud review the alert and then take the recommended action. An action tab will sit on the dashboard and email reminders will continue to be sent until the alert has been written off.

5.4.3. Safety Bulletins work in a similar way and provide information, but action is less critical than the Alerts, the bulletin should still be reviewed, and the information passed to relevant persons.

5.4.4. Safety Alerts and Bulletins should be reviewed as soon as practicable after they have been sent. They contain information aimed at helping Campuses manage health and safety about topic areas where issues have already been identified.

5.5. Training

5.5.1. All Campuses in conjunction with OSG UK will ensure that training is provided for all their staff and that such training is appropriate to their roles. This will ensure legal compliance and provide the knowledge and skills to enable staff to work safely.

5.5.2. Three categories of safety training for staff have been identified:

• Induction
• General
• Specific

Induction

5.5.3. All new employees will undergo a health and safety induction to familiarise them with the Campuses' safety arrangements. This will be carried out by the Health and Safety CA, Campus Principal or relevant manager and should be completed ideally within 14 days of starting. Staff can then complete the induction via Safety Cloud to highlight any areas they require further information in.

5.5.4. Refer:

• SUPPORTING DOCUMENTS: TRAINING – Induction checklist

General Training

5.5.5. In addition to the health and safety induction, Campus staff and relevant volunteers will also undertake the following training where deemed appropriate:

• Fire Awareness Training – this is available via Flick Learning
• Fire Marshal Training – this is available via Flick Learning
• Manual Handling Training – this is available via Flick Learning
• Slips, trips and falls – this is available via Flick Learning
• DSE training and assessment – this can be completed via Flick Learning
• Asbestos awareness Training – this is available via Flick Learning

5.5.6. Completion is mandatory for all staff who require it based on their role and the training record will be recorded onto the Flick Learning system. A reminder will be sent to each member of staff as to when their refresher is due, the fire awareness, manual handling and DSE assessments completed via Flick Learning have a refresher period of 2 years.

Specific Training

5.5.7. Specific training can be subdivided into two main categories: job specific training and training for health & safety nominated persons.

5.5.8. Job specific training is necessary where there are significant health & safety risks attached to a specific environment, task, equipment or role. Relevant employees therefore undergo more comprehensive training to lessen the chance of harm. For example, risk assessment training is required for those who carry out risk assessment, and the maintenance team may require working at height training.

5.5.9. The more common types of job specific training are listed in the Health & Safety Training Matrix, this can be viewed via Safety Cloud. Managers should then assess if other job specific training is also needed and this should be identified at the beginning of employment or following a change of role.

5.5.10. Training for Health & Safety nominated persons such as CAs, Fire Marshals and First Aiders must also be provided to ensure they understand their additional duties and can execute them efficiently. Occasionally such training needs can be identified at the start of employment if the employee agrees to undertake any Health & Safety nominated person role.

5.5.11. The following roles require training to be completed:

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- Health and Safety CA – requires training in how to use Safety Cloud, they also may need additional training on Flick in health and safety management depending on their competency and work background.
- First Aiders – all first aiders require formal training in first aid, they also need to be familiar with Safety Cloud and how to log accidents on the system where this is part of their role
- Fire Marshals – all fire marshals require annual refresher training on their duties in the event of a fire, this can be carried out in-house but should be recorded. A formal fire marshal course is advisable where persons have not undertaken the role before or feel it would be beneficial

5.5.12. Refer:
- SUPPORTING DOCUMENTS: TRAINING – Requirement Matrix

Competency Authorisation

5.5.13. Where training or experience is required before the use of specific equipment (for example wood working equipment, chainsaws or access equipment), it is recommended that an authorisation form is completed to record that the person has been witnessed as being competent to use the equipment. This process can be completed as a refresher and check of safe use following incidents/ accidents or after long periods of non-use.

5.5.14. Refer:
- SUPPORTING DOCUMENTS: TRAINING – Competency Authorisation

Training Records

5.5.15. All health and safety training records will be maintained on the Flick Learning system or uploaded and stored on Safety Cloud in the training module. Personal training records can be viewed via your personal login credentials.

Training Need Review

5.5.16. Safety training for existing employees will be reviewed as required or at least annually by the Health and Safety CA and as part of the audit process. It is important that appropriate safety training is provided if the role of the employee significantly changes; if new systems and/or processes have been introduced; if new equipment has been introduced or if new legislation dictates.

5.5.17. Other training programmes such as Food Hygiene and Safety, Design and Technology, IOSH Managing Safely and IOSH Working Safely are run and initial enquiries should be made to the National Support Office.

5.5.18. Once the training has been completed, this will be added to the individual's online training record. Refresher dates will also be inputted, as the refresher due date approaches, the online system will automatically send e-mail reminders to the Health and Safety CA to ensure refresher sessions are arranged.

5.5.19. Refer:
- SUPPORTING DOCUMENTS: TRAINING – Requirement matrix
- SUPPORTING DOCUMENTS: TRAINING – Induction checklist
- SUPPORTING DOCUMENTS: TRAINING – Competency Authorisation

5.6. Department for Education H&S Responsibility and Powers

5.6.1. The Department for Education provide guidance and information on the management of health and safety within Campuses.

5.6.2. The ISI Educational Framework, Campus Inspection Framework Regulations covers 3: Welfare, H&S of Students and Regulation 5: Premises and Accommodation and details areas of H&S that will form part of Campus Inspection.

5.6.3. The HSE website has an area designated to education and there is information, guidance, resources and further assistance available.

5.6.4. Refer:

• HSE WEBSITE: www.hse.gov.uk/services/education/index.htm

5.7.   Accident, Incident and Ill-Health Recording, Reporting and Investigation

5.7.1. This policy sets out the procedures that are to be followed when any employee, student, visitor or contractor has an accident, near miss or dangerous occurrence on the Campus's premises or when a work-related diseases or act of violence is reported.

5.7.2. It is important injuries, near misses, work related diseases and incidents of violence to staff are reported as soon as possible;

• To prevent further accidents under similar circumstances
• To compile statistics on accidents and identify problem areas
• To comply with the law

Recording Accidents and Incidents

5.7.3. All accidents resulting in personal injury and near misses must be recorded on the Accident and Ill Health module of Safety Cloud. All accidents should be added to Safety Cloud within 7 days of the accident occurring.

5.7.4. An accident book or accident form can be used to initially record basic details of accidents prior to recording the information on Safety Cloud. It is advisable that the first aider completes this record whilst it is fresh in the mind as soon as possible after having dealt with the injury. Books can be purchased for this purpose and should comply with the requirements of the Data Protection Act and be kept for a minimum of three years.

5.7.5. Once the record has been saved on Safety Cloud this information is reviewed by Southalls to establish if further action may be necessary.

5.7.6. Each Campus should have at least one individual who is responsible for the logging of accidents on Safety Cloud. All employees should be aware of who this person is and advise them of any accidents or near misses that need to be recorded. All first aiders can be given access to input accident and near miss information onto Safety Cloud where required.

Reporting of Accidents

5.7.7. Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) or the 1997 Regulations in Northern Ireland.

5.7.8. Where under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) or the 1997 Regulations in Northern Ireland, such an incident is classified as 'reportable', Southalls will do this on OSG UK's behalf. This will be discussed with the Campuses CA and the National Support Office before submission. Any notification forms will be held on Safety Cloud for future reference.

Dealing with Unprecedented Situations such as Pandemics – e.g. COVID-19

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5.7.9 Where unprecedented situations arise OneSchool Global will act in the following manner:
- Follow Government guidance wherever practicable.
- Undertake a risk assessment for example where operating during COVID-19 and review as necessary. This should cover all school activities.
- Undertake audits where appropriate to check on compliance with the risk assessment.
- Where staff return to work following periods of sickness screen them.
- Provide suitable information for home workers and on-site staff.
- Provide suitable information in key areas such as infection control and social distancing. This will cover guidance on classroom layout, layout of rest areas and communal areas for example.
- Provide adequate information and instruction for staff for example in the format of posters and elearning.
- Provide information (to our staff, students and visitors) by displaying the Staying COVID-19 Secure in 2020 poster in all of our sites. These will be displayed in a prominent place.
- Provide suitable equipment to continue to operate such as cleaning equipment and PPE.
- Review the efficacy of control measures in line with new guidance issued by the Government or other reliable sources such as the World Health Organisation.

5.8.   Investigations

5.8.1. All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:
•   To ensure that all necessary information in respect of the accident or incident is collated
•   To understand the sequence of events that led to the accident or incident
•   To identify the unsafe acts and conditions that contributed to the cause of the accident or incident
•   To identify the underlying causes that may have contributed to the accident or incident
•   To ensure that effective remedial actions are taken to prevent any recurrence
•   To enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
•   To enable all statutory requirements to be adhered to

5.8.2. The investigation will include obtaining signed witness statements, photographs and drawings as appropriate. Southalls will offer support with the investigation process.

Who carries out any investigation?

5.8.3. Cases requiring further investigation are referred to the Health and Safety CA and Campus Principal who will investigate and enact any remedial action deemed necessary and report back to the Board of CAs, this process will be supported by Southalls. It may well be that the accident is so serious that it may necessitate an investigation by the Health and Safety Executive (HSE). Where the HSE is involved it is important that the Health and Safety CA, Campus Principal, Support Office and Southalls are made aware of their visit, any comments or concerns raised and whether they are considering any further action. This information should be logged on the Enforcement Officer visits module as soon as possible.

Accident Review

5.8.4. The Accident module reports will be reviewed regularly by the CA Team to ascertain the nature of incidents that have occurred in the Campus. This review will be in addition to any investigation of the circumstances surrounding each incident.

5.8.5. Refer:

•   SUPPORTING DOCUMENTS: ACCIDENTS – Guidance in Completing Safety Cloud

•   SUPPORTING DOCUMENTS: ACCIDENTS – RIDDOR HSE Guidance

5.9.   First Aid

•   SUPPORTING DOCUMENTS: First Aid Policy

5.9.1. The Campus is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of Campus activities.

Infection Control

5.9.2. Campus staff and students are from time to time at risk of infection or of spreading infection. Where a specific risk is identified a risk assessment will be completed. The Campus aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures.

Staff Illness and Reporting

5.9.3. Staff should notify the Campus Principal if they develop any of the following infectious diseases or symptoms:

•   Skin infections or exposed areas of infestation

•   Severe respiratory infection (e.g. pneumonia, TB)

•   Severe diarrhea

•   Jaundice

•   Hepatitis

•   Chicken Pox, Measles, Mumps, Rubella

•   HIV

•   Symptoms of COVID-19

5.9.4. Campus Principals will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

5.9.5. Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

5.10. Occupational Health & Work-Related Stress

5.10.1. Employers have a legal duty to protect employees from stress at work by doing a risk assessment and acting on it.

5.10.2. HSE defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'.

5.10.3. The wellbeing of staff is seen as an integral part of the Campus' H&S responsibilities. The CAs and Campus Principal have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

5.10.4. All staff have the right to a reasonable work-life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Campus Principal or line manager.

5.11. Fire

•   SUPPORTING DOCUMENTS: Fire Safety (Prevention) Policy

5.11.1. All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire. The details of managing fire risks and fire safety are set out in the Fire Safety (Prevention) Policy.

Liaising with Emergency Services

5.11.2. The senior person present will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.

Emergency Procedures

5.11.3. Staff who are in charge of students at the Campus, or during a visit have a duty of care to make sure that the students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

UK Emergency Service: 24 hr   UK: Emergency - Dial 999   Non-Emergency –
Dial 101

OSG UK Legal & Policies Trustee   Tim Browning   Day: 0330 055 5600
        tim.browning@uk.oneschoolglobal.com

OSG UK Compliance   Ted Picton   Day: 0330 055 5600
        ted.picton@uk.oneschoolglobal.com

OSG UK Health & Safety   Ted Picton   Day: 0330 055 5600
        ted.picton@uk.oneschoolglobal.com

Insurer   Ecclesiastical   24 hr Commercial/Combined   Policy No: 02/ISS/0260134
Health & Safety Consultants   Southalls   Helpdesk number   0345 257 4015
        Southalls   Caroline Lee   Mob: 07591 200375

5.11.4. Refer:
•   Campus Emergency Management & Business Continuity Plan

5.12. Site Security

•   SUPPORTING DOCUMENTS: External & Security Risk Assessment

5.12.1. All reasonable steps will be taken to ensure the Campus site is secure. This will include ensuring that a site security risk assessment has been undertaken.

5.12.2. All visitors will be managed in accordance with the Security & Visitors Policy

5.13.   Electricity

5.13.1. All reasonable steps will be taken to secure the health and safety of employees, students and others who use, operate or maintain electrical equipment.

5.13.2. To ensure this objective, the Campus will:

• Ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations

• Maintain the fixed wiring installation in a safe condition by carrying out routine safety tests

• Inspect and test by a competent person all portable and transportable equipment within the Campus regularly to ensure safety

• Inspect and test second-hand electrical equipment donated, lent to, or borrowed by, the Campus

• Ensure that all portable electrical appliances that are brought onto Campus premises that are not new are inspected/tested before being taken into use. (Note: new electrical equipment does not require testing)

• Promote and implement a safe system of work for maintenance, inspection and testing

• Forbid live working unless absolutely necessary, in which case a permit must be issued

• Ensure employees who carry out electrical work are competent to do so

• Maintain an asset register of electrical appliances and up to date test and inspection records.

5.13.3. Employees must:

• Visually check electrical equipment for damage before use

• Report any defects found to the Campus Principal. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person

• Not use defective electrical equipment

• Not carry out any repair to any electrical item unless qualified to do so

• Switch off non-essential equipment from the mains when left unattended for long periods

• Not bring any electrical item onto Campus premises without prior agreement of the CAs and either proof that it is safe to use or until it has been tested and a record of such a test has been included in the appropriate record

• Not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage

• Never run extension leads under carpets or through doorways.

• Not daisy-chain extension leads to make a longer one

• Not use adapter sockets: devices that plug into mains sockets to increase the number of outlets.

Summary of Key Actions

5.13.4. The key actions necessary to control the health and safety risks arising from electricity are:

5.13.5. The main electrical installation should be tested every five years except for those parts of Campuses with:

• licensed areas

• lightning protection

- which should be tested annually.
- Retain copies of electrical test certificates
- A record must be kept of all portable items of electrical equipment showing:
- the detail of the item
- the date of acquisition
- details of any inspection, testing or repair work
- Arrange for the inspection and testing of portable electrical appliances in accordance with the guidance on electrical testing.

5.13.6. Refer:
- SUPPORTING DOCUMENTS: ELECTRICITY – PAT Focus guidance
- SUPPORTING DOCUMENTS: ELECTRICITY – PAT HSE guidance

5.14.   Gas Installations and Appliances

5.14.1. The Campus will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the Regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

Gas Emergencies

5.14.2. Where a leak is identified within a workshop, or laboratory, the supply should be immediately isolated, and the Site Manager informed. Unless the leak cannot be isolated, there should be no need for an evacuation.

5.14.3. If a gas leak is suspected in any other area of the Campus this should be immediately communicated to the main Campus office, who should then inform both the Site Manager and the Campus Principal.

5.14.4. In the event of a suspected gas leak:
- Call 24-hour gas emergency service on 0800 111 999
- Evacuate the buildings and move the students and majority of the staff to a distance of at least 250 meters away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency Transco engineer.

5.14.5. If it is safe to do so:
- Put out flames
- Open doors and windows
- Turn off the gas supply

DO NOT TURN ELECTRICAL SWITCHES ON OR OFF

5.14.6. If the general public in the neighbourhood are at risk, contact the police on 999

5.14.7. No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Gas Cylinders

5.14.8. Gas cylinders may be used for a variety of reasons, including Campuses that do not have access to mains gas or for D&T or science activities. Campuses that use gas cylinders should be aware of the risks and how they should be stored to minimise the risk of leaks, fires and explosions.

5.14.9. A small leak from a cylinder under pressure can result in a large volume of gas at room temperature and atmospheric pressure. Highly flammable gases such as LPG are liable to explode when in contact with an ignition source therefore, they should be stored in accordance with guidance.

5.14.10.   The Campus will ensure:

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- All users of the gas are aware of the properties of each gas and the correct storage and usage requirements
- That only cylinders that are properly labelled and colour coded are accepted from the supplier
- Cylinders should be treated with care and be prevented from falling, being struck or damaged. This can be achieved by chaining the cylinders in place or storing them in a cage. Cylinders should never be rolled along the floor or ground.
- Cylinders should be kept in a well-ventilated area and not adjacent to drains or gulleys where the gas can accumulate
- Any damage to the cylinders should be reported to the supplier and the cylinder taken out of use.
- Smoking and flames are not permitted in the vicinity of gas cylinders
- The handling of gas cylinders is undertaken only by persons who have been trained in this manual handling activity and where possible a suitable trolley is provided for this task
- Only approved and compatible regulators, valves, pressure gauges and hoses should be used with pressured cylinders
- Signage in the storage area should be displayed to give information on the risk
- Periodic checks are undertaken on the equipment to ensure it is in good condition and has not deteriorated

5.14.11.   Refer:
- SUPPORTING DOCUMENTS: GAS SAFETY – Guidance for the storage, use and handling of gas cylinders (RC8)

5.15.   Asbestos

5.15.1. The Campus will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Any persons working in areas where asbestos is present will be alerted and any work involving the damage of material in these areas will be fully risk assessed before work starts.

5.15.2. Effective asbestos management is achieved by:
- Assessment - The premises will be surveyed to determine whether asbestos-containing materials are present at each Campus. All Campuses who occupy buildings that are built before the year 2000 should have an asbestos survey completed to establish if asbestos is present in any areas. Asbestos surveys will be uploaded to Safety Cloud in the Work Equipment Checks module
- It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The amount and condition of the asbestos-containing material will be assessed, and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace
- A Written Management Plan - A written plan including a register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel. The Asbestos Management Plan will be uploaded to Safety Cloud with an annual review date
- Access to Asbestos containing Materials - Access to asbestos-containing materials in the premises will be controlled to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos containing materials is made aware of their location and

where disturbance is possible this work is prohibited or undertaken only by licensed contractors. Staff, volunteers and contractors should be made aware of the location of asbestos as part of any works planned. A procedure should be in place to give information to staff and contractors on asbestos locations.

- Monitoring and Maintenance - The condition of all asbestos containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate

- Training and Information - Employees who may come into contact with asbestos containing materials (ACMs) through the course of their work will receive adequate training and information such that they can recognise potential ACMs and know what precautions to take

- Asbestos-related Emergencies - Procedures to deal with asbestos related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, students and others. It is recommended that in the event of potential damage to asbestos containing materials that may lead to exposure advice is sought from Southalls.

5.16. Refurbishment or Demolition Works

5.16.1. A Refurbishment and Demolition (R and D) survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to located and describe, as far as practicable, all ACMs in the area where the refurbishment work will take place or in the whole building where demolition is planned. The survey will be fully intrusive and involve destructive inspection as necessary with access to all areas including those that are difficult to reach and may include breaking through partition walls, ceilings and floors to confirm the presence or absence of asbestos.

Arrangements for Controlling Work on Asbestos

5.16.2. Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres. Work with asbestos and asbestos containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

5.16.3. Prior to undertaking refurbishment or demolition work where the fabric of the building will be substantially disturbed, the Campus is required to undertake a refurbishment and demolition survey completed to ensure that the work area is assessed to check for asbestos. This is a requirement over and above any non-intrusive/ management survey that has been completed.

Selection and Control of Contractors to Work on Asbestos-containing Materials

5.16.4. When contractors are engaged to work on Campus premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

5.16.5. Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- Asbestos fibres are firmly linked in a matrix
- The exposure during the removal process is likely to be sporadic or of low intensity

5.16.6. Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

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Procedures for Dealing with Health and Safety Issues

5.16.7. Where an employee raises a health and safety problem related to work with asbestos, OSG UK will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of actions taken

5.16.8. Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- Inform the Campus Principal, who will in turn inform the Health and Safety CA
- In the case of an accident or emergency, respond quickly to ensure effective treatment
- Get advice from Southalls

5.16.9. Refer:

- SUPPORTING DOCUMENTS: ASBESTOS – HSE Guidance
- SUPPORTING DOCUMENTS: ASBESTOS – Management Plan (draft template)

5.17. Legionella

5.17.1. Legionella is a common and naturally occurring bacteria found in rivers, lakes and reservoirs and as a result, low levels of the bacteria may enter the Campus via the mains water supply. This is not normally an issue in systems that are clean and well managed as the water passes through the system and the bacterial loading never get to a level to be a health risk.

5.17.2. If bacteria are allowed to proliferate in the water system, there may be a health risk if the aerosol containing legionella bacteria is inhaled. The risk is increased in Campuses that have showers or other means of generating water aerosols. Legionnaires disease is the potentially fatal form of pneumonia caused by being infected by Legionella bacterial, but Pontiac and Lochgoilhead Fever are also illnesses caused by Legionella bacteria. There is no risk from drinking water contaminated with Legionella as it affects the respiratory system.

5.17.3. As there is a small risk of water aerosol being created from taps and Campuses have long periods of time in the holidays where the water system and outlets may not be used, all Campuses should have a Legionella risk assessment that is specific to the hot and cold-water system in the Campus, which clearly outlines a written scheme of controls that should be undertaken. The Health and Safety CA should ensure that a competent person has completed the risk assessment and a management plan detailing the control measures has been implemented. A template document is available on Safety Cloud as a starting point and help and advice is available from Southalls to ensure that the risk is being adequately managed. The checks required as part of the management plan will be undertaken by a responsible person on site, who has been suitably informed of the risk and trained in what to do should the checks be outside normal parameters.

5.17.4. Where there is a significant risk, the risk assessment may need to be undertaken by an external competent person. This is often the case for Campuses with older, complex or poorly maintained pipework and water systems, numerous hot water tanks and where showers are serviced by a circulating system. The competent person should be able to provide you with both a risk assessment and action plan to help you manage the risk.

5.17.5. The risk assessment, management plan and associated checks should be held on Safety Cloud. This may include water temperature checks, flushing of shower-heads

and cleaning of shower heads and water tanks. HSE guidance documents and a Southalls training note are also available on Safety Cloud and it is recommended that all of those that have responsibility for managing Legionella have read and understood the HSE brief guide and the training note.

5.17.6. Small Campuses with only point of source heating devices and no holding of hot water may not need to complete a full risk assessment as the risk is deemed to be very low, however it is advisable that this be noted in the Plant, Equipment, Maintenance and Buildings risk assessment document to show it has been considered.

5.17.7. Campus guidance advises that showers should be provided for physical education and this can lead to the risk of Legionella increasing if the system is not effectively managed. Systems that are plumbed in and not used on a regular basis can provide an environment for bacterial growth to occur. You should ensure that you consider the risk of Legionella and have effective management system in place for showers when complying with the requirement. Regular flushing, cleaning and temperature monitoring should be implemented in all Campuses with showers.

5.17.8. Refer:

- RISK ASSESSMENT TEMPLATES: LEGIONELLA – Risk Assessment template
- SUPPORTING DOCUMENTS: LEGIONELLA – HSG Technical Guidance raining note
- SUPPORTING DOCUMENTS: LEGIONELLA – HSE brief guide
- SUPPORTING DOCUMENTS: LEGIONELLA – HSE full ACOP, L8 guidance

5.18. Maintenance Works

5.18.1. Any maintenance work that is to be completed should be planned and organised to ensure that the work can be completed safely and without risk to the person undertaking the work, employees, students or members of the public. Consideration should be given to the nature of the work and risks that it poses, and control measures implemented that are relative to the risk posed. The more complex or high risk the task, the greater level of controls and checks that would need to be in place.

5.18.2. The Insurance Act 2015 requires that all Campuses provide known material facts to their insurance provider, so they must be made of all planned maintenance works. If you are in any doubt as to what needs to be declared, please contact Ted Picton at the National Support Office for guidance.

5.18.3. To aid with assisting Campuses with assessing the best way to control the risk from maintenance work, some guidance documents, questionnaires and checklists have been put together. In broad terms, most maintenance works carried out fit into three categories, Major Building Works, Contractor/ Maintenance Works and Volunteer/ Community Projects.

5.19. Major Building Works, Maintenance and Refurbishments

5.19.1. All building works, significant maintenance, refurbishments or work required on newly acquired premises whether carried out by employees, volunteers or contractors must be notified to the National Support Office. This type of work needs to be considered in relation to the Construction (Design and Management) Regulations 2015 and the Building Works form should be completed as fully as possible to include details of the work to be completed and by whom. This should be done before any work begins and you should ensure that this is returned prior to the commencement of any works to ensure that appropriate insurance cover is in place.

5.19.2. A specific guidance document is available that gives information and advice on the legislation, details all the legal requirements and action that should be taken. This is available on Safety Cloud and from the Support Office.

5.19.3. It is recommended that major building works and refurbishments are completed by a contracted organisation with experience and competency in the work to be undertaken. A principal contractor will need to be appointed who can manage the work in accordance with the CDM Regulations 2015.

5.19.4. Refer:
- SUPPORTING DOCUMENTS: MAINTENANCE – Building Works Questionnaire
- SUPPORTING DOCUMENTS: MAINTENANCE – Code of Practice, Wales Assembly Guidance
- SUPPORTING DOCUMENTS: MAINTENANCE – Construction Guidance (Focus)
- SUPPORTING DOCUMENTS: MAINTENANCE – Contractor Declaration
- SUPPORTING DOCUMENTS: MAINTENANCE – Contractor Questionnaire
- SUPPORTING DOCUMENTS: MAINTENANCE – Contractor Grounds Equipment SSOW
- SUPPORTING DOCUMENTS: MAINTENANCE – Site Specific Information
- SUPPORTING DOCUMENTS: CONSTRUCTION – Clients CITB Guidance
- SUPPORTING DOCUMENTS: CONSTRUCTION – Principal Contractors CITB Guidance
- SUPPORTING DOCUMENTS: CONSTRUCTION – Principal Designers CITB Guidance
- SUPPORTING DOCUMENTS: CONSTRUCTION – Contractors CITB Guidance
- SUPPORTING DOCUMENTS: CONSTRUCTION – Designers CITB Guidance
- SUPPORTING DOCUMENTS: CONSTRUCTION – Workers CITB Guidance

5.20. Permits to Work

5.20.1. All building or maintenance works that require hot works to be carried out on Campus premises require a hot works permit to be in place. This is signed off by the Health and Safety CA, Facilities CA or the Campus Principal and should contain information of the work to be completed, who will be completing the work and the duration. A hot works permit should always be cancelled after the works have been completed and the area inspected to ensure that there is no risk of ignition. Where hot works are required, a full risk assessment and method statement should be completed, and a contractor questionnaire completed.

5.20.2. Other works that are considered high risk such as work on the electrical supply, confined space works, roof works or excavations should also be subject to a permit to work system and specific risk assessments where necessary.

5.20.3. Refer:
- SUPPORTING DOCUMENTS: MAINTENANCE – Contractor Hired in Plant Form
- SUPPORTING DOCUMENTS: MAINTENANCE – Permit to Work

5.21. Contractors

5.21.1. The competency of contractors should be checked before services are engaged. This includes qualifications/ membership of any professional bodies, insurance cover and previous experience; a contractor questionnaire can be used to record this information.

5.21.2. Where contractors are undertaking high-risk works (e.g. work at height, demolition, use of machinery), a risk assessment and method statement will be requested that includes:

- Hazards involved in the work
- Assessment of the risks arising from the hazards identified and how they will be controlled
- Step by step process of works to be completed

5.21.3. The Health and Safety CA should ensure that the work is supervised and is carried out in accordance with the documents provided.

5.21.4. All contractors and persons working on the fabric of the building should be advised of the risks to which they may be exposed (e.g. locations of asbestos containing materials, live electrics, LPG storage areas). The Site-Specific Information form can be used for this purpose and all site rules must be followed. The supervisor will undertake regular checks on the contractors and stop any work suspected to pose a risk to staff, students or the contractor immediately.

5.21.5. All contractors must abide by the rules of the Campus and notify the responsible person of injuries or equipment to be brought onto site. All contractors as part of their signing in procedure should complete a Contractor Declaration to agree to the following site rules:

- Observe the Campus safety rules, noting the fire evacuation procedure and the position of fire equipment and fire exit routes
- Sign in and out of the Campus via reception on each visit
- Advise the Campus of any works planned that are intrusive or may disturb the fabric of the building
- Advise the Campus of any specialist equipment that may need to be brought onto site to undertake works such as MEWPs, power tools or cutting equipment.
- Ensure that any equipment brought onto Campus premises is safe and fit for purpose
- No equipment is to be left unattended where students can access it
- Take reasonable care of their own safety and the safety of others affected by their actions
- Conform to all written or verbal instructions given to them by the Campus to ensure their personal safety and the safety of others
- Dress sensibly and safely for their particular working environment or occupation
- Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- Use all safety equipment and/or protective clothing as required in line with their risk assessment and method statements
- Avoid any improvisations that could create an unnecessary risk to their personal safety and the safety of others
- Report any safety hazard, malfunction or concern with any item of plant or equipment to the Campus
- Report all incidents to the Campus and if an injury has been sustained
- As per the Keeping Children Safe in Education Guidance, contractors should have a clear Enhanced DBS, if they will have unsupervised access to children on site

5.21.6. Refer:
- SUPPORTING DOCUMENTS: MAINTENANCE – Contractor Declaration
- SUPPORTING DOCUMENTS: MAINTENANCE – Contractor Questionnaire
- SUPPORTING DOCUMENTS: MAINTENANCE – Contractor Grounds Equipment SSOW
- SUPPORTING DOCUMENTS: MAINTENANCE – Contractor Hired in Plant Form
- SUPPORTING DOCUMENTS: MAINTENANCE – Contractor Insurers Questionnaire (small scale)
- SUPPORTING DOCUMENTS: MAINTENANCE – Method statement

- SUPPORTING DOCUMENTS: MAINTENANCE – Permit to Work
- SUPPORTING DOCUMENTS: MAINTENANCE – Site Specific Information

5.22. Volunteer and Community Project Work

5.22.1. Volunteers and community members who undertake voluntary work at the Campus are considered to be 'employees' under health and safety law. Therefore, any persons working at the Campus (even in holiday time) would need a similar level training, information and supervision as a member of staff.

5.22.2. All project work such as cleaning, painting or maintenance undertaken outside of Campus hours should be properly planned with the Health and Safety CA being made aware in good time of the work to be completed. The National Support Office should be contacted in order that the insurers can be notified of any work that is to be completed.

5.22.3. Any tasks to be completed that are considered to be high risk (such as working at height, using cutting equipment or building works) should be subject to a risk assessment and method statement being completed and relevant information about training and competence being scrutinised. A risk assessment and method statement template is available to aid with this process. No lone working should be permitted during project works.

5.22.4. Unless training has been previously completed and records of this are available, no person should use access platforms, MEWPS, fall arrest equipment, cutting equipment or machinery on Campus premises. Work on electrical or gas installations, pressure systems or lifting equipment should also only be undertaken by someone who can demonstrate competence. The volunteer competency questionnaire can be used to gain information about competence of any community members undertaking project work and risk assessments and method statements should be provided for all higher risk activities.

5.22.5. All students and volunteers who are undertaking work at the Campus should abide by the rules of the Campus. All volunteers as part of their signing in procedure should complete a Volunteer Declaration.

5.22.6. Refer:
- SUPPORTING DOCUMENTS: MAINTENANCE – Contractor Insurers Questionnaire (small scale)
- SUPPORTING DOCUMENTS: MAINTENANCE – Method statement
- SUPPORTING DOCUMENTS: MAINTENANCE – Permit to Work
- SUPPORTING DOCUMENTS: MAINTENANCE – Site Specific Information
- SUPPORTING DOCUMENTS: MAINTENANCE – Volunteer Competency Questionnaire
- SUPPORTING DOCUMENTS: MAINTENANCE – Volunteer Declaration
- SUPPORTING DOCUMENTS: MAINTENANCE – Volunteer Works checklist

5.23. Manual Handling

5.23.1. Manual handling means: the transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling. A load includes a person or animal as well as inanimate objects but not an implement, tool or equipment that is in use.

5.23.2. Typical manual handling tasks in Campus are:
- Moving tables and chairs
- Carrying piles of books or stationery
- Putting out PE equipment

- Moving staging

5.23.3. To prevent injuries and long-term ill-health from manual handling the Campus will ensure that activities which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the Campus will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level. The risk assessment can be completed via the Risk Assessment module in Safety Cloud by clicking on Manual Handling Assessments and creating a new manual handling assessment.

5.23.4. To implement this policy the Campus will ensure that:

- There is no lifting wherever possible and in relation to the handling of students with special needs, this policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight.
- Manual handling assessments are carried out of activities that:
- o Pose a foreseeable risk of injury
- o Cannot be avoided
- o Cannot be mechanised
- Adequate information and training are provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate. Manual handling training can be completed via Safety Cloud.
- Injuries or incidents relating to manual handling are reported, investigated and remedial action taken
- Employees are properly supervised
- Where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- Special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations
- Wherever possible, the Campus will conduct the risk assessments of students with special needs before they attend, and the Campus should seek to receive information on students in advance

Reducing the risk of injury

5.23.5. In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task. Techniques of risk reduction will include:

- Mechanical assistance
- Redesigning the task
- Reducing risk factors arising from the load
- Improvements in the work environment
- Employee selection

5.23.6. No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

5.23.7. Key Actions

- Subject/curriculum leaders to identify and list tasks with a potential to cause injury.
- Complete a manual handling risk assessment for each task
- Bring the assessment to the attention of relevant staff and students
- Provide manual handling information and where required training for staff and students
- Supervise tasks to ensure safe lifting and handling
- Review assessments at least annually

- Complete risk assessments for students with special needs before they enter Campus
- Refer to manual handling training

5.23.8. Refer:
- RISK ASSESSMENTS: MANUAL HANDLING ASSESSMENTS – Create New Manual Handling Assessment
- SUPPORTING DOCUMENTS: MANUAL HANDLING – HSE Guidance
- SUPPORTING DOCUMENTS: MANUAL HANDLING – Focus Guidance
- SUPPORTING DOCUMENTS: SUPPORTING STUDENTS WITH MEDICAL NEEDS

5.24. Working at Height

5.24.1. The Campus will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

5.24.2. The Campus will ensure that:
- All work activities that involve work at height are identified and assessed
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- All work at height is properly planned and organised
- Appropriate equipment is provided for working at height taking into consideration the task and duration
- All employees required to use stepladders or ladders are competent
- Regular inspections of all stepladders and ladders are undertaken
- Any contractors on Campus property comply with this policy

Risk Assessment for Work at Height

5.24.3. For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

5.24.4. When determining control measures the following hierarchy of controls for work at height as follows must be considered:
- Avoid the risk by not working at height, for example bringing equipment down to ground level or using long reach equipment etc. If it is not practicable to eliminate working at height by doing the work safely in some other way, then:
- Use appropriate work equipment or other measures to prevent falls, for example fixing permanent access platforms and barriers; and
- Where the risk of a fall cannot be eliminated, further controls to minimise the distance and consequences of a fall should be in place, this may be fall arrest equipment or PPE.

5.24.5. The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:
- The task and activity involved
- The people (medical conditions etc.)
- Equipment to be used including erection and dismantling
- The location (proximity to roads, overhead electrical cables etc.)
- The environment, poor conditions and slippery surfaces (weather, temperature etc.)
- The effect on pedestrians, falling objects

Using Ladders (including stepladders)

5.24.6. Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.

5.24.7. Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

5.24.8. For example, whilst a ladder may reach, if the task requires strenuous work, carrying bulky / heavy equipment or likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

5.24.9. Only those persons who have been trained to use ladders safely may use them. All ladders should be secured against unauthorised use. Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

5.24.10. Where ladders are to be used to work from it should be ensured that:

- A secure handhold and support are available at all times
- The work can be completed without stretching
- The ladder can be secured to prevent slipping

5.24.11. The Campus will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities. Examinations of ladders are undertaken at least every three months to ensure all ladders are stable, not damaged or worn and safe to use. Ladder stickers are attached to all ladders to demonstrate the inspection has been undertaken; stickers are available from Support Office to demonstrate the ladder has been inspected.

5.24.12. Under no circumstances should high areas be accessed using chairs, tables or such other items of furniture not designed the purpose.

5.24.13. Refer:

- SUPPORTING DOCUMENTS: EQUIPMENT – Ladders and stepladders guidance
- SUPPORTING DOCUMENTS: EQUIPMENT – Ladder checklist

5.25. Lifting Equipment

5.25.1. Lifting equipment falls under the Lifting Operations and Lifting Equipment Regulations 1998 and Campuses with platform or passenger lifts will ensure that this equipment is subject to a six-monthly thorough examination by a competent person. This ideally should be carried out by a person independent of the maintenance contractor and therefore can be carried out under the OSG UK insurance policy, please contact the National Support Office to arrange this. In addition, the equipment should be subject to periodic maintenance checks and servicing. The risk assessment should detail the controls in place. All inspections and maintenance records should be uploaded to Safety Cloud with dates of when they are next due.

5.25.2. Any lifting gear or associated equipment should not be accessible to non-authorised persons and lifts should never be used in an emergency evacuation. Campuses should ensure that adequate provision is in place to evacuate disabled or less mobile persons who would normally use lifts on site. Where lifts can be overridden in the event of a power failure and can be cranked manually to allow persons to escape, a procedure should be written that clearly determines the action to be taken and who is authorised to undertake it.

5.25.3. Refer:

- SUPPORTING DOCUMENTS: EQUIPMENT – Lift Guidance (HSE)

5.26. Lone Working

5.26.1. This policy on lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident. Lone working increases the health and safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay may in receiving attention may increase the consequences of any injury.

5.26.2. People falling into this category may include:
• Anyone working outside normal hours on their own
• Cleaners who normally work outside Campus hours
• Teachers in classrooms away from the main building
• Teachers working in workshops or laboratories
• Caretakers or maintenance staff
• Employees who open up or close the building on their own.

5.26.3. It is acceptable for people to work alone so long as the Campus has completed a risk assessment and any measures deemed necessary have been put into place.

5.26.4. People who are not lone workers:
• Teachers or others working alone in a classroom or office in the main Campus buildings when the Campus is open

5.26.5. Some activities should not be carried out by people working alone and each Campus should identify those that are relevant to them, typically this may include:
• Working at height on ladders or tower scaffolds
• Use of high-risk chemicals
• Use of high-risk machinery
• Electrical work
• Entry to areas of restricted or limited access or exit.

5.26.6. Key Actions
• Identify all workers who work alone
• Identify all locations where lone working is carried out
• Complete a risk assessment for all lone working
• Control measures to be identified, prioritised and implemented.
• Higher risk activities/ area identified and formal decisions made on authorisation of lone working.
• Formal systems/ procedures developed for particular activities/areas as required.

Requirements of lone workers

5.26.7. It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. Consideration to be given to routine work and foreseeable emergencies which may impose additional or specific risks.

5.26.8. Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.

5.26.9. Campuses should ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types and duration of exposure. Adequacy of supervision may involve some of the following:
• Periodic checks on lone workers i.e. visual
• Periodic contact with lone worker i.e. telephone
• General or specific alarms for emergencies
• Checks on lone workers to ensure they have returned to the Campus on completion of extra-curricular activities.

Rules for Lone Workers

5.26.10. Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware and when they are due to finish work;

5.26.11. The caretaker (or other named person) must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building;

5.26.12. When the caretaker (or other named person) is not present all lone workers, for reasons of security, health and safety, should lock themselves in the building.

5.26.13. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

5.26.14. Staff working alone have a responsibility for making themselves familiar with and following the Campus's safety procedures and location of safety equipment.

5.26.15. If staff rely on mobile phones they must ensure that their network has good reception within Campus. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

5.26.16. In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Opening/ Closing Campus

5.26.17. When the last person has left the building and notified the caretaker (or other named person), he should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.

5.26.18. When the caretaker (or other named person) arrives in the morning he must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If the caretaker is in any doubt, he should contact the Police/security firm and should never enter the building if he is unsure of his safety.

5.26.19. Key holders are also advised to inform someone when they are attending an alarm call out.

Emergency Considerations

5.26.20. Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established, and the people concerned trained in using the procedures.

5.26.21. Emergency Procedures may include:

• Fires resulting from the process or work being undertaken
• If the person has an accident what needs to be done to recover them, especially important in laboratories
• Actions to be taken in case of a chemical spill
• Actions to be taken in the event of power failure (for example where the person is
• Reliant on power for their safety systems or for egress from a building e.g. power operated doors)

5.26.22. Refer:

• RISK ASSESSMENT TEMPLATES: LONE WORKING – General
• SUPPORTING DOCUMENTS: LONE WORKING – HSE Guidance

5.27. Slips, trips & falls

5.27.1. The Campus has been reviewed for slip, trip and fall hazards and action taken to resolve the issues identified. Housekeeping standards and the condition of floors are reviewed formally as part of the workplace monitoring regime. The results of this monitoring are recorded and actioned. The prevention of slip and trip accidents in the school relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are instructed in the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

5.27.2. When specifying hard flooring, the School ensures that it meets the surface roughness requirements suitable for the activities taking place and, as part of the risk assessment process the School undertakes assessments of the slip risk from hard floored areas in line with HSE guidance taking specific account of the use of the area.

5.27.3. Cleaning regimes are designed to ensure that dust, grease and other slip hazards are well controlled, with all hard flooring cleaned at least once per week. If there is a spillage, staff are responsible for ensuring that it is cleaned up promptly and any wet floor is clearly highlighted.

5.27.4. Wet floor signs are used where floors remain wet after cleaning or as a result of other causes such as wet weather. However, floors which people are expected to use whilst wet, will be dried so far as is reasonably practicable.

5.27.5. Cleaning staff also remove waste on a daily basis to ensure that it does not accumulate and cause a trip hazard.

5.27.6. Staff are encouraged to wear sensible footwear.

5.27.7. Suitable and sufficient lighting is provided for normal tasks, and emergency lighting is provided to aid escape in case of lighting failure. All lighting is routinely checked as part of the workplace monitoring regime.

5.27.8. Arrangements are in place for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in external areas.

5.28. Violence at Work

What is Violence at Work?

5.28.1. Work related violence, is defined as an incident in which a student or an employee is verbally abused, threatened or attacked by a student, colleague or member of the public in circumstances arising out of, or in the course of, employment with the Campus. Where violence is considered a problem or likely to occur, a risk assessment should be completed.

5.28.2. Any incidents of this nature should be reported as an accident or near miss in the accident module. An assessment will then be undertaken on if any control measures need to be implemented.

5.29. Hazardous Substances (COSHH)

5.29.1. All reasonable steps will be taken to ensure all exposure of employees and students to substances hazardous to health is prevented or at least controlled to within statutory limits.

5.29.2. The Campus will implement the following:

• Maintain an inventory of all substances hazardous to use on site and retain copies of relevant hazard data sheets

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- Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control, these will be maintained on Safety Cloud
- All activities which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- Fume cupboards, spray booths and extract systems will be properly maintained by planned preventive maintenance and annual monitoring to ensure continued effectiveness
- Systems of work will be reviewed at suitable intervals and revised if necessary
- Personal protective equipment (PPE) will be provided and maintained as determined by risk assessment
- Assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- Qualified professionals, where necessary, will carry out health surveillance
- Employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- All employees and where necessary students will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- No new substances will be introduced into the Campus without prior assessment.

Substances Hazardous to Health

5.29.3. Products that may be 'dangerous to supply' will have a label with symbols to identify that they may be hazardous to health or the environment.

5.29.4. Some substances hazardous to health include:
- Dust of any kind when present as a substantial concentration in the air.
- Substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission document EH40.
- Biological agents directly connected with work including micro-organisms.
- Any other substance not specified above which may create a comparable hazard to a person's health.

Science

5.29.5. OneSchool Global UK is a member of CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services). All information is available on the CLEAPSS website, the license for which is renewed each year by OSG UK. User names and logins are provided by OSG UK and covers access to CLEAPSS for Science, DT and Art. http://www.cleapss.org.uk/

5.29.6. CLEAPSS documents can be useful to primary Campuses as well as secondary and should be made available to all teachers. The login details are available on Safety Cloud on the Supporting Documents module.

5.29.7. In addition to CLEAPSS, which is provided for Campuses in England and Wales, there is a Scottish organisation called Scottish Campuses Education Research Centre (SSERC) that provides a similar service but for Scottish Campuses and curriculums. Whilst the majority of guidance is the same from CLEAPSS and SSERC there are some differences due to slight regulatory/ legal differences between

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England, Wales and Scotland. Campuses in Scotland may find it useful to sign up to SSERC and should raise any concerns they have with differences between the two countries.

Design & Technology

5.29.8. Information references provided at Campuses include:
• CLEAPSS Risk assessments in technology
• BS 4163:2007 Health and Safety for Design and Technology in Campuses and Similar Establishments

Art

5.29.9. Art information references available include:
• National Society for Education in Art & Design (NSEAD)
• http://www.nsead.org/hsg/index.aspx

Principles of Control

5.29.10. Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

5.29.11. In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means. For example, fume cupboards in science labs and local exhaust ventilation systems on woodworking machinery should always take precedence over masks.

5.29.12. If a substance is hazardous by inhalation it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

5.29.13. Where PPE is identified as necessary for use by staff and students it should be ensured it is suitable for the purpose. Care should also be taken to store the PPE in a clean condition, in good repair and stored correctly to prevent contamination and allow it to be accessed when needed.

5.29.14. Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

Maintenance, Examination and Testing

5.29.15. Where controls such as fume cupboards, dust extraction for wood working equipment etc. are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre-use in addition to a thorough examination and tests of engineering controls.

5.29.16. In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 5 years.

Health Surveillance

5.29.17. Health surveillance is typically only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with

exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out.

5.29.18.   Monitoring and health surveillance records relating to named individuals must be kept for 40 years.

5.29.19.   Refer:

- SUPPORTING DOCUMENTS: SCIENCE – Chemical Stocklist
- SUPPORTING DOCUMENTS: SCIENCE – CLEAPSS guidance – fume cupboards
- SUPPORTING DOCUMENTS: SCIENCE – CLEAPSS guidance – ventilation in laboratories
- SUPPORTING DOCUMENTS: SCIENCE – COSHH Guidance, HSE
- SUPPORTING DOCUMENTS: SCIENCE – Student Safety Contract
- COSHH ASSESSMENT: Add a new COSHH

5.30.   Display Screen Equipment (DSE) (Computer use)

5.30.1. All reasonable steps will be taken by the Campus to secure the health and safety of employees and students who work with display screen equipment.

5.30.2. To achieve this objective the Campus will:

- Carry out an assessment of each user's workstation
- Implement necessary measures to remedy any risks found as a result of the assessment
- Provide adequate information and training to persons working with display screen equipment
- Endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated
- Arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- Arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- Advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- Investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- Make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

'Users'

5.30.3. This policy is aimed at those who regularly use DSE:

- For continuous periods of more than one hour and
- For more than 2½ hours per day

5.30.4. Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users.

5.30.5. Others, including students, who use computers which meets the standards set down in the regulations are not entitled to financial contributions for eye tests and glasses, see below.

5.30.6. Employees must:

- Comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- Inform the Campus Principal of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- Report to the Campus Principal any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

Workstation Assessment

5.30.7. A user will be required to carry out an online assessment of their workstation using Safety Cloud software and the Health and Safety CA and Campus Principal will review these assessments and implement necessary measures to remedy any risks found. Alternatively, other DSE training can be undertaken and uploaded to Safety Cloud.

Eye Tests and Corrective Appliances

5.30.8. Under the DSE regulations staff identified as DSE users are entitled to an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use) paid for by the Campus. Campus Principals should ensure that DSE users are aware of this entitlement.

5.30.9. The Campus will arrange for the provision of free eye tests when requested and at regular intervals thereafter or where a visual problem is experienced, at no cost to the employee. Where employees require corrective appliances specifically for use with display screen equipment, the Campus will arrange for the supply of spectacles, free of charge, or up to a cost limit.

Training

5.30.10. Employees working with display screen equipment (DSE) should comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.

Health

5.30.11. Employees should inform their manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE. In addition, they should also report any discomfort or health concern believed to be associated with the use of DSE. Any health information will be treated confidentially.

5.30.12. Refer:
- SUPPORTING DOCUMENTS: ICT – Focus guidance on ICT rooms
- SUPPORTING DOCUMENTS: ICT – Guidance on DSE use (Focus)

5.31. New and Expectant Mothers

5.31.1. The Campus recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

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5.31.2. Should a member of staff become pregnant or is returning to work after having a baby, then the HR CA/ Campus Principal should be notified at the earliest possible opportunity and a risk assessment can be carried out.

5.31.3. Any necessary control measures will be implemented and reviewed regularly by the Campus Principal and the Health and Safety CA. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

5.31.4. New or expectant mothers should inform their Campus Principal of any changes that may affect the risk assessment including any medical conditions, incidents etc. The risk assessment should be saved on Safety Cloud for reference against the individual on the Pregnant Worker Risk Assessment module.

5.31.5. Refer:
• RISK ASSESSMENTS: Expectant mother

5.32. Personal Protective Equipment

5.32.1. The Campus provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

5.32.2. Students, employees and volunteers provided with PPE must:
• Wear the PPE as instructed or where indicated by signage or risk assessment
• Maintain it in good condition
• Report any defects to your manager
• Ensure the PPE fits correctly, is comfortable and fully adjusted

5.32.3. Risk assessments will be completed on machinery or equipment where the risk is such that PPE is required.

5.32.4. Refer:
• SUPPORTING DOCUMENTS: EQUIPMENT – PPE Checklist

5.33. Inclement Weather

5.33.1. All Campuses should carry out a Risk Assessment in relation to how they may be affected by inclement weather conditions. Primarily this would be in relation to snowy and icy conditions in winter but could also include flooding or in very extreme cases the effects of drought causing fires etc. The OneSchool Global UK Emergency Closure Policy should be referred to when writing this risk assessment and plan.

5.33.2. The following key points could all have different implications to the operation of the Campus the safety of the students and staff.
• Risks of slips on icy surfaces
• Traffic conditions hindering staff and students getting to Campus
• Road traffic accident that involves staff or students
• Temperature problems due to heating failure or similar
• Equipment failure due to low temperatures e.g. water supply frozen

5.33.3. The Campus should carry out risk assessments for how these (and other) issues may affect persons and create a written Safety and Disaster Plan to cover the eventualities. Once the RA has been carried out then the plan can be written. A generic risk assessment template is available on Safety Cloud, this will provide a base for your own Campus specific risk assessment.

Inclement Weather Action Plan

5.33.4. The CAs must implement the action plan which should give clear procedures to be carried out and details of persons responsible.

5.33.5. Refer:

• SUPPORTING DOCUMENTS: WEATHER - Guidance

5.34. Driving and Campus Transport

5.34.1. The Campus is committed to reducing the risks to its staff, students, parents and others when driving or being driven in the Campus bus or pool car.

5.34.2. Communication between the Health and Safety CA, the Transport Manager and Bus Coordinator is important to ensure that workplace transport is being effectively managed. A clear system should be in place for all to be able to check that the legal requirements and those of OneBus are being met. Campuses should consider controls needed for both OneBus and Campus owned buses and vehicles.

5.34.3. A risk assessment should be carried out for the movement of traffic in and around Campus premises, taking into consideration minibus, staff, parental vehicle and pedestrian movements. The risk assessment should detail adequate control measures to manage the risk of collisions. Where space permits, separation of vehicle and pedestrians should be prioritised. All staff and parents should be made aware of the risk assessment documents and procedure for drop off and pick up at or outside Campus premises.

5.34.4. Risk assessments should also be undertaken to cover the pickup and drop off points of students away from Campus premises to ensure that this process is effectively managed to minimise risk of injury. These assessments should also address the safety of students when being left and ensuring that they are adequately supervised. Guidance is provided within the OneBus handbook.

5.34.5. Any collisions that occur involving the minibuses or other vehicles carrying staff or students as part of the Campus day should be reported as an accident on Safety Cloud.

5.34.6. We will:

• Ensure risk assessments are completed and that journeys are planned
• Not put unreasonable time constraints on travel
• Ensure drivers are competent and fit to drive
• Provide any additional training that may be deemed necessary to reduce driving related occupational risks
• Provide all drivers with a copy of the OneBus Handbook and additional information relating to other Campus vehicles
• Provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving
• Establish a travel plan which will limit the requirement for travel and make provisions for long journeys
• If required, produce an individual travel plan for a student with SEN/disability in conjunction with the SENDCo
• Require drivers to annually submit copies of their current driving license
• Provide adequate insurance for the vehicle, the driver, occupants and third parties
• Maintain them to the required legal standard and ensure suitable for their purpose
• Provide and maintain additional tools and equipment necessary for the purposes of the journey
• Provide access to breakdown support and recovery
• Provide no smoking signs for inside the vehicle

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Drivers

5.34.7. Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

5.34.8. It is the responsibility of drivers to inform the Transport Coordinator of:

- Anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- Changes to license such as; limitations, offences recorded, period bans
- Vehicle defects that affect ability / safety to drive
- Any accidents / incidents that occurred whilst driving on behalf of the Campus

5.34.9. Before driving, drivers must:

- Have read and comply with the rules set out in the OneBus Handbook
- Review the need to travel
- Have a valid license for the vehicle they are driving
- Carry out a pre-use vehicle check
- Allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- Be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- Have had an eye test in last 2 years and be using any corrective appliance required by an optician
- Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

5.34.10. Whilst driving, drivers must:

- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- Take regular rest breaks every 2-3 hours or at first signs of tiredness
- Remain in control of the vehicle at all times
- Not smoke
- Only use the mobile phone when using a hands-free device

5.34.11. Refer:

- SUPPORTING DOCUMENTS: DRIVING – DVLA guidance
- SUPPORTING DOCUMENTS: DRIVING – Focus guidance
- SUPPORTING DOCUMENTS: DRIVING – Focus transport policy
- SUPPORTING DOCUMENTS: DRIVING - Volunteer vehicle use form
- SUPPORTING DOCUMENTS: ONEBUS HANDBOOK

5.35. Break-time Supervision

5.35.1. Guidance has been put together to assist Primary Campuses in assessing whether their existing break-time supervision arrangements are adequate, or if more needs to be done.

5.35.2. A risk assessment will need to be completed to cover the relevant factors identified in the guidance and the Campus Principal and Health and Safety CA should ensure that suitable arrangements have been put in place.

5.35.3. Refer:

- SUPPORTING DOCUMENTS: BREAKTIME – Supervision Guidance

5.36. Reheating Food

5.36.1. Students are permitted to use microwaves to heat up food that is eaten at lunchtime or break. This would normally be restricted to over 16's unless there was adequate

supervision available. Guidance has been written that can be passed to students on the safe use of microwaves.

5.36.2. Refer:

• SUPPORTING DOCUMENTS: BREAKTIME – Microwave Guidance

5.37. Interactive Whiteboards

5.37.1. All reasonable steps will be taken by the Campus to secure the health and safety of employees and students when interactive whiteboards are used.

5.37.2. To achieve this objective the Campus will:

• Consider ultra-short throw projectors as a first option during the procurement process as these present the safest option for teachers and students

• Prior to the installation of any new whiteboard a risk assessment will be completed to cover the positioning of the projector and the exposure to intense light

• Try to ensure that projectors are located out of the sight line from the screen to the classroom; to ensure that, when teachers look at the class, they do not also have to stare at the projector lamp. (The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector)

• Ensure that students and students are adequately supervised when they are asked to point out something on the screen

• Provide a stick or laser pointer to avoid the need for the user to enter the beam, is recommended.

• Provide adequate information and training to persons working with interactive whiteboards especially in relation to beam viewing by teachers and students.

Guidance for Users

• Teachers and students should avoid staring into the projector beam at all times

• Try to keep your back to the beam as much as possible

• Use the stick or laser pointer provided whenever possible.

5.37.3. Refer:

• SUPPORTING DOCUMENTS: WHITEBOARD – Guidance on use

5.38. Work Experience and Health and Safety

5.38.1. The safety of students, whilst on work experience schemes, is recognised as of prime importance by OSG UK and it is important that Campuses appoint a named CA and Coordinator to action, control and assess their scheme. They must also take reasonable steps to satisfy themselves that the placements they arrange will be safe. All Campuses involved in the work experience placement have responsibilities to ensure students are not exposed to significant risks to their health and safety.

5.38.2. Students on work experience placements with a host employer are regarded in health and safety law as their employees. The host employer therefore has a responsibility to ensure students are not exposed to significant risks to their health and safety.

5.38.3. Health and safety law define all those under 18 as a young person and therefore at potentially increased risk in a workplace environment due to their lack of experience and maturity.

5.38.4. For learners with learning difficulties and disabilities (LLDD) additional safeguards may be identified and thus placements should be considered, and risk assessed on an individual basis.

5.38.5. Key Actions

• Arrange for pre-placement checks of health, safety and welfare standards of employers (placement providers) to be carried out. Child safeguarding issues must

also be considered using the Work Experience Student Placement Assessment Form.

- Brief students prior to placements starting on their own health and safety responsibilities - and those of the employer - while on placement. Issue each student with a copy of the booklet: Be Safe! An introductory guide to health and safety, this is available on Safety Cloud.
- Monitor students' health, safety and welfare while on placement and provide 'pastoral' support

Risk Assessments

5.38.6. Before a student is allowed to start on a programme of work experience the host employer must carry out a risk assessment. The Placement Employer Risk Assessment Form should be used for this purpose; this is available of Safety Cloud. Any risks identified must either be controlled or the student excluded from exposure to them.

5.38.7. The host employer must also provide the parents, or guardians, with the key findings of the risk assessment and the preventative and protective control measures introduced to minimise, or ideally eliminate any significant risks.

5.38.8. The parent or guardian must sign the risk assessment form and return it to the Campus.

Induction

5.38.9. Students also need to be inducted by the employer on commencement. The Student Induction Form should be used for this purpose. The induction should take place on the day the student first attends the work placement and before the student is placed in any actual work situation.

Prohibited and Restricted Activities

5.38.10. Work experience placements must not take place where the work concerned is subject to a statutory restriction based on a young person's age, or is restricted more generally for activities that are:

- Beyond their physical or psychological capacity
- Exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm an unborn child
- Exposes them to radiation
- Involves a risk of accidents which they are unlikely to recognise because of their lack of experience, training or attention to safety
- Involves a risk to their health from extreme heat, noise or vibration.

5.38.11. There is an exception to these restrictions. Young persons over the minimum Campus leaving age, can carry out such work as long as it is necessary for their training, if they are supervised by a competent person, and any risk will be reduced to the lowest level that is reasonably practicable.

5.38.12. Restrictions also apply in the following cases:

- Agriculture - restrictions on the employment of young people
- Lead - prohibition of employment on employment in certain processes
- Potteries - prohibition of employment on employment in certain processes
- Wood Working Machinery - prohibition on employment of untrained young people.

Preparation of and Support for Learners on Placements

5.38.13.　　　Campuses must brief students on:
• 　　　Realistic expectations for their placement
• 　　　Supervision arrangements and health and safety responsibilities of students and employers
• 　　　Safeguarding arrangements
• 　　　Arrangements for mid-placement visit and 'pastoral' support during the placement
• 　　　Arrangements for debriefing, assessment and recording.

5.38.14.　　　Campuses must make suitable arrangements to visit/monitor students on placement as they retain the duty of care for the student during the placement. The following frequency of revisits to check health and safety standards is recommended:
• 　　　High Risk – at least every 12 months (1 yr)
• 　　　Medium Risk – at least every 24 months (2 yrs)
• 　　　Low Risk – at least every 48 months (4 yrs)

5.38.15.　　　The risk banding may need to be modified in the event of an accident, incident, concerns raised by visiting teachers, or feedback from students and/or their parents.

5.38.16.　　　Host employers should be asked to report immediately (to a previously agreed contact) full details of any accident involving a student.

5.38.17.　　　Campuses must provide each student with emergency contact details for a member of Campus staff who can be contacted should an incident occur or if significant concerns arise. This includes early mornings, evenings and weekends, or if a student is attending their placement at irregular hours.

5.38.18.　　　Emergency contact details must also be available and maintained in situations where a placement continues after the end of the Campus term into a holiday period.

Working Hours

5.38.19.　　　The Working Time Regulations apply to students on work placements. Students should not work for more than five days in any consecutive seven-day period. However, the number of hours worked and pattern of work is normally a matter for agreement by the placement provider, Campus and students. Students should not be asked to work excessively long hours, or unnecessarily unsocial hours, and should not work more than a standard eight-hour day.

5.38.20.　　　Students may not be assigned to work during the 'restricted period' between 22:00 and 06:00 (or after 11:00 or before 07:00 depending on the working pattern of the company).

5.38.21.　　　Young persons are entitled to a daily rest period of at least 12 consecutive hours in each 24-hour period in which they are at work and to a weekly rest period of at least 48 hours in each seven-day period during which they are at work.

5.38.22.　　　Students are also entitled to rest breaks if their working time is more than four and a half hours. The rest break should be at least 30 minutes.

Safeguarding

5.38.23.　　　Please refer to the Work Placement Policy and Safeguarding Policy and Procedures. Guidance is also available in the DfE Guidance – Keeping Children Safe in Education.

5.38.24.　　　Refer:

- SUPPORTING DOCUMENTS: WORK EXPERIENCE – Student Induction Form
- SUPPORTING DOCUMENTS: WORK EXPERIENCE – Placement RA Form
- SUPPORTING DOCUMENTS: WORK EXPERIENCE – Be Safe Guidance
- SUPPORTING DOCUMENTS: WORK EXPERIENCE – Vetting Form (Wales)
- SUPPORTING DOCUMENTS: WORK EXPERIENCE – Policy and Forms

5.39. Educational Visits

5.39.1. The Campus policy is to ensure that the welfare, health and safety of students, employees, parent supervisors and others is managed to minimise risk as far as practicable.

5.39.2. In developing the Educational Visit Procedures OneSchool Global UK is guided by the DfE Health and safety: responsibilities and duties for schools https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

5.39.3. It covers:
- The Law
- Assessing the Risk
- Duties as an employer
- Duties as an employee
- Training
- Reporting injuries and accidents (RIDDOR)
- Adventure activities using licensed providers
- Parental Consent for off-site activities
- Roles and Responsibilities

5.39.4. Educational visits undertaken by OSG UK Campuses are typically to museums, galleries, places of interest, etc. where the health and safety risk is considered to be low, therefore in line with the guidance from the Department for Education the approach to managing health and safety is by reference to a generic risk assessment.

5.39.5. To achieve its objective to ensure safety the Campus will ensure that:
- All visits are educational based
- They fit within the hours of Campus (CA Permission is required for extensions)
- Campus uniform must be worn at all times, or PE Uniform except when directed by the Group Leader in charge
- The price is affordable for students and parents
- All visits are approved by the CAs via the Educational Visit Coordinator
- Visits do not normally take place within exam / study periods or lead up to this period
- All visits are planned
- All visits are conducted in line with the Campuses risk assessment for Campus visits
- The Risk Assessment is personalised to suit the individual Educational Visit and reflects all activities being undertaken by the students
- A Group Leader is appointed for each trip who will liaise with the Educational Visit Coordinator
- All employees, parent supervisors and volunteers are briefed prior to each visit and this covers the risk assessment document
- Emergency arrangements are established for all visits and all persons are aware of these
- The ratio of adults to students is appropriate
- Adequate insurance is in place, including evidence of 3rd party venues Public Liability Insurance

- Travel and Transport should be considered in the Risk Assessment including on Third Party and license checks, vehicle safety considerations if they are using staff or parents' vehicles to transport students
- Adequate child protection measures are in place
- Parents have signed consent forms on enrolment and are notified of all visits
- Arrangements are made for students with medical or special needs
- Adequate first aid is available
- Contingency plans are made covering communication, facilities and methods whilst on Educational Visits and the emergency procedures that you have in place
- Safety during visits is monitored and reviewed

Visit Procedure

5.39.6. The following steps outline the procedure to be followed for all visits:

- At the start of each Campus year all parents will be asked to sign a letter agreeing to their child(ren) attending Campus visits throughout the Campus year
- Initial Approval by the CAs for each Campus visit planned for the Campus year
- There will be a named group leader for each visit, this will be the Campus Principal or Class Teacher who takes full responsibility for its organisation
- Prior to the Educational Visit the Group Leader will carry out a preliminary site visit to the venue and carry out their own Risk Assessment of the venue and activities that the students will be involved in

Completion of a Campus visit management form

5.39.7. Notification of the proposed visit sent to the National Support Office on the EV Smartsheet (link below) at least 7 days before the planned trip:
https://app.smartsheet.com/b/form?EQBCT=e9db22caf98049baae1044c4e042e2e8

- Letter to parents to inform them of visit detail
- Brief staff, parent supervisors, volunteers
- Brief students
- Visit. Implement and monitor safety standards in line with risk assessment
- Review visit

Insurance

5.39.8. OSG UK arranges a central insurance policy which covers for normal curriculum-based visits e.g. trips to museums, castles, sports centres, football pitches etc. These trips are considered low risk by insurers and are covered by normal insurance and do NOT need to be advised to our insurers but must still be notified to the National Support Office via the EV Smartsheet.

5.39.9. Some activities such as Adventure Sport Activity Centres may be deemed to be of high risk and insurers insist on complete adherence to the Educational Visit Procedure when such an activity in being considered as well as the following points:

- Assurance as part of your personalised Risk Assessment Process along with checking:
- Their insurance
- They meet legal requirements
- Their health & safety and emergency policies
- Their risk assessments and control measures
- Their use of vehicles
- Staff competence
- Safeguarding
- Accommodation
- Any sub-contracting arrangements they have

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- That they have a license where needed
- Assurance that the Centre has the appropriate Public Liability Insurance and that evidence of this is retained as part of your personalised Risk Assessment Process
- As part of the Risk Assessment you should have answers to the following questions what specific / special skills, qualifications or experience to the staff or group leader hold connected to high risk activities. If you are relying on the Third-Party activity leader you will need evidence of competency checks on them for example experience, qualifications, accreditations, risk assessments, safety records etc.
- When planning an Adventure activity, you must be aware that there are further regulations surrounding certain activities (please visit http://www.hse.gov.uk/aala/activities.htm for details on these activities)., the Group Leader must check that the provider holds a current license as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales. The type of accreditations that Activity Centres and Staff need to hold are AALA (Adventure Activity Licensing Authority), Council for Outside the Classroom, LOtC Quality Badge
- The Group Leader will make a site visit to the Centre and carry out their own Risk Assessment that is approved by the CAs
- Where a trip is likely to include water activities, it is recommended to plan boys' and girls' events separately

5.39.10. The Educational Visit is notified to the National Support Office (NSO) on the EV Smartsheet - https://app.smartsheet.com/b/form?EQBCT=e9db22caf98049baae1044c4e042e2e8 and NSO approval will be sought when considering the following activities:

- Visits to Parliament
- Trips to London e.g. Imperial War Museum

5.39.11. It is the responsibility of the Trust to decide whether an activity is safe for students and staff, prior to notification to NSO the trust must have assured themselves that all the procedures have been followed

5.39.12. The following are not permitted:
- Climbing including High wires
- Overnight trips
- Water Sports including White Water Rafting
- Inflatables such as Bouncy Castles and Trampoline
- Horse riding
- Paint Ball

5.39.13. The full Terms and Conditions including any Waivers of the Centre are understood (for example if an incident occurs where no negligence on the part of the Centre is apparent)

5.39.14. The Risk Assessment should give assurance that you are dealing with a well-run Centre and that the safeguarding, health and safety of the students will be in safe hands

5.39.15. Refer:
- SUPPORTING DOCUMENTS: EDUCATIONAL VISITS – Parental Consent Form
- SUPPORTING DOCUMENTS: EDUCATIONAL VISITS – Management Approval Form
- SUPPORTING DOCUMENTS: EDUCATIONAL VISITS – Letter to Parents
- SUPPORTING DOCUMENTS: EDUCATIONAL VISITS – DFEE Guidance
- SUPPORTING DOCUMENTS: EDUCATIONAL VISITS – Plan

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- RISK ASSESSMENTS: EDUCATIONAL VISITS – General to be personalised for each Visit

5.40. Events

5.40.1. Campus premises and other venues are from time to time used to hold events for either fundraising or community activities and this covers the organisation, planning and running of such events to ensure that any health and safety risks that may be present are controlled as far as is reasonably practicable. It is recognised that these events are charitable or community based in nature and therefore no persons are employed and as such the Health and Safety at Work etc. Act 1974 does not apply however the Campus recognises that it still owes a duty of care to all those involved or attending.

5.40.2. The Campus aims to manage the health and safety risks associated with running events by ensuring:

- All events receive the approval of the Board of CAs
- An Event Manager is appointed to be responsible for each event
- An event plan is produced
- Relevant risk assessments are completed
- Members of the team running the event are properly briefed to include information arising from the risk assessments
- Adequate insurance is in place
- An appropriate level of first aid provision
- Emergency procedures are in place

Insurance

5.40.3. OSG UK insurance does not cover any high-risk activity.

5.40.4. It is important that you distinguish between a Campus event and a trading company event; an event form must be submitted 7 days prior to an event to ensure appropriate insurance is in place.

5.40.5. If an event is to be held anywhere other than on Campus premises, the owner of such land or premises should contact his Insurers and arrange adequate cover for the event. It is strongly recommended that this is in writing.

Event Manager

5.40.6. The Event Manager will need to have a full list of all the activities taking place and know who is responsible for each one. He must also ensure that there is adequate adult supervision. The Event Manager will delegate specific tasks to responsible people i.e. first aider, fire officer, food handler, car park security etc. It is imperative that these persons take their responsibilities seriously and that they are thoroughly briefed for the event by the Event Manager.

5.40.7. The Event Manager is responsible for ensuring that all written risk assessments are completed and brought to the attention of key people.

5.40.8. Before the event is formally announced, the CAs should be advised of the full details, including the names of those responsible in the management network for the event. The event should then be announced well in advance.

5.40.9. All checklists should then be completed and any queries or problems found, attended to.

5.40.10. Refer:

- RISK ASSESSMENTS: Event Template
- RISK ASSESSMENTS: Seminar Event

5.41. Performance Licenses

5.41.1. The legislation relating to the licensing of children for performances, paid modelling and sporting activities is complex and is contained in the Children and Young Persons Acts 1933 and 1963 and the Children (Performances) Regulations 1968 as amended by the Children (Performances) (Miscellaneous Amendments) Regulations 1998 and the Children (Performances) Amendment Regulations 2000.

5.41.2. The licensing of children is intended to safeguard their education, health and welfare and for this reason the local education authority is responsible for the issuing and supervision of licenses.

5.41.3. Most local authorities follow these guidelines:

5.41.4. A license is usually not required:

• If the performance is unpaid and no Campus absence is needed and the performance lasts for four days or less and the child has not performed within the previous six months.

• For Campus performances or those with organisations such as scouts, guides or a church

5.41.5. A license is, however, required:

• If the child receives payment for the performance

• If the performance involves absence from Campus, even if the assignment is unpaid

5.41.6. Where a license is not required, standard conditions, to safeguard the child's health and welfare, apply:

• Performances shall not exceed 3.5 hours in duration and each child shall not perform for more than 2.5 hours during each performance. No child shall take part in more than two performances on the same day and there shall be an interval of at least 1.5 hours between the child's parts in such performances.

• No child shall be absent from Campus because of any performance or rehearsal, without the prior approval of the Campus.

• No child under 14 years of age may remain at the place of performance after 10.00 pm, or 30 minutes after the end of his or her part in the performance is completed, whichever is the earlier.

• There shall be at least one adult for every 12 children whose task will be to supervise the children while not they are not actually involved in the performance.

• No child shall share a dressing room with a child of the opposite gender or with adults.

• No child should be allowed to perform when unwell, and appropriate first aid facilities shall be available in case of accident or injury.

• No payment other than bona fide expenses should be made to any child in respect of any performance.

• No individual shall receive any payment in respect of the production except by way of defraying legitimate expenses.

5.41.7. To find out about performance/stage licenses for Campus age children in your area you need to approach your appropriate local authority. You can do this by going to: http://local.direct.gov.uk/LDGRedirect/index.jsp?LGSL=48&LGIL=8

6. GUIDELINES

• www.hse.gov.uk/services/education/index.htm

• CLEAPSS Risk assessments in technology http://www.cleapss.org.uk/

- BS 4163:2007 Health and Safety for Design and Technology in Campuses and Similar Establishments

- National Society for Education in Art & Design (NSEAD) http://www.nsead.org/hsg/index.aspx

- Safe Practice in Physical Education and Campus Sport' BAALPE/afPE http://www.afpe.org.uk/

- https://www.gov.uk/government/publications/health-and-safety-on-educational-visits

- http://www.hse.gov.uk/riddor/

- Health and safety: responsibilities and duties for schools 26.09.18

7. ASSOCATED DOCUMENTS

- Safeguarding Policy
- Fire Safety (Prevention) Policy
- First Aid Policy
- Administration of Medicine Policy
- Risk Assessment Policy
- Health & Safety Handbook 2020-21
- Security & Visitors Policy

8. ATTACHMENTS

- Appendix 1 Organisation Chart

- Appendix 2 Design and Technology

- Appendix 3 Textiles

- Appendix 4 Food Safety

- Appendix 5 Physical Education

- Appendix 6 Science

- Appendix 7 H&S Officer / H&S CA Meeting Agenda

- Appendix 8 H&S CA Report to the Trust
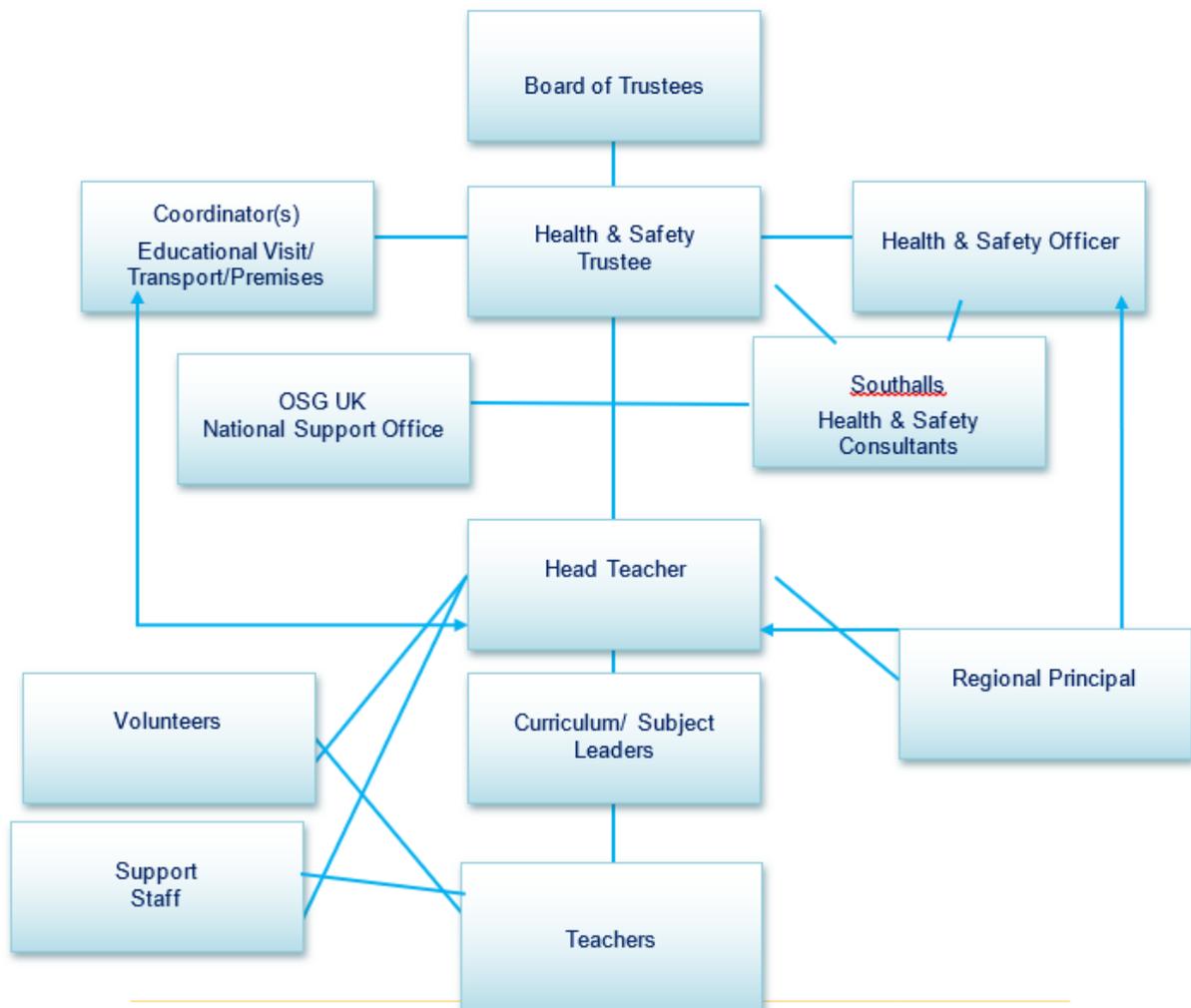
VERSION CONTROL

Policy Code	Date	Version No.	Nature of Change
OPC/7			
OPC/7	June 2019	7.1	Added sections on Occupational Health & Work-related stress and Site Security
OPC/7	October 2019	7.2	Further guidance surrounding risk assessment of higher risk educational visit venues
OPC/7	January 2020	7.3	Updated DfE guidance around H&S responsibilities in schools
OPC/7	July 2020	8.0	Annual review, minor updates on roles, legionella guidance and responding to pandemics