

## Health & Safety Policy

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<b>Associated Documents</b>		

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## 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:

- Comply with the requirements of the global standards set out in the OneSchool Global Work Health and Safety Policy approved by the Board of Trustees
- 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.

## 2. ROLES AND RESPONSIBILITIES

### 2.1. Board of CAs

2.1.1. 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.

2.1.2. 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.

### 2.2. Health and Safety Officer/Premises Manager

2.2.1. 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/Premises Manager is the primary responsible person for health and safety in the Campus. The Health and Safety Officer/Premises Manager 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 maintaining campus compliance using the Online Safety Portal (Donesafe).
- 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 proactive 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 relevant staff should be trained in how to access the Online Safety Portal (Donesafe) and the health and safety documents.
- The Campus buildings, plant and equipment are maintained in a safe condition and records updated on the Online Safety Portal (Donesafe).
- 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 the Online Safety Portal (Donesafe). Any issues found will be reported to the CA Team 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 (H&S) Officer and the National Support Office is informed of these changes to personnel.
- They are aware of their responsibilities as a H&S Officer/Premises Manager

### 2.3. Campus Principal

2.3.1. 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 Heads of Departments (any delegation must be approved by the H&S Officer prior to any action).

2.3.2. The Campus Principal will assist the H&S Officer/Premises Manager 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 relevant staff are trained in how to access the Online Safety Portal (Donesafe) 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 proactive 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, incidents, ill health, dangerous occurrences and 'near misses' are promptly recorded in the Online Safety Portal (Donesafe); where required serious incidents, accidents, dangerous occurrences, and near misses are thoroughly investigated and reported where relevant to the H&S Officer, the Campus principal and the RSO.
- 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 records and Incident/Accident reports logged as required, in the Online Safety Portal (Donesafe).
- 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.

#### **2.4. Heads of Department/ Subject Leaders/ Teachers**

2.4.1. Head of Department/ 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.
- Promptly report accidents, incidents, ill health, dangerous occurrences and 'near misses' in the Online Safety Portal (Donesafe); where required serious incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported where relevant to the H&S Officer, the Campus principal and the RSO. 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.
- Where personal protective equipment (PPE) is provided, staff and students are instructed in its use and records are kept up to date in the Online Safety Portal (Donesafe).
- Adequate arrangements for fire and first aid are established.
- Any safety issues that cannot be dealt with are referred to the Campus Principal / H&S CA 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.

## 2.5. Premises Manager

2.5.1. The Premises Manager will ensure that:

- The Campus premises and equipment are 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.
- Communication with the H&S Officer/Premises Manager 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.



## 2.6. Transport Manager

2.6.1. 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 up to date.
- Regular (daily) vehicle checks are completed and kept on file.
- All Drivers are DBS checked and details recorded on the Single Central Record.

2.6.2. 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.

## 2.7. Bus Coordinator

2.7.1. 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.

## 2.8. Event Manager/ Coordinator

2.8.1. 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/licences are in place.

## **2.9. Educational Trips and Visits – Trip Leader**

2.9.1. 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.

## **2.10. First Aider**

2.10.1. 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 promptly recorded in the Online Safety Portal (Donesafe) 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.

## **2.11. Employees and Volunteers**

2.11.1. 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
- 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 workplace 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 risk, hazard, or malfunction of any item of plant or equipment.
- Promptly report incidents, injuries, ill health, dangerous occurrences and 'near misses' in the Online Safety Portal (Donesafe).
- Attend any health and safety training as requested.
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

## **2.12. OSG UK National Support Office**

2.12.1. 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 the appointed Health and safety consultants are maintained.
- That any accidents, incidents, ill health, dangerous occurrences and 'near misses' logged in the Online Safety Portal (Donesafe) are monitored, where required investigated and reported to the enforcement authorities.
- An annual review of the Health and Safety Policy and Procedures is carried out in conjunction with the appointed Health and safety consultants.

## **2.13. OSG UK National Facilities Manager**

2.13.1. The National Facilities Manager will work with the person(s) based at each OSG UK Campus who are responsible for the buildings maintenance to ensure that:

- That site boundaries are fully maintained to deliver a secure site that safeguards the welfare of the students at all times.
- The CCTV installed at the site meets OSG UK standards and is properly maintained and managed.
- Access control to the buildings is effective and prevents unauthorised entry.
- Procedures for lockdown and/or lockout in the event of an emergency are in place and can be implemented to ensure the safety of all staff, students, volunteers, and visitors.
- Electrical testing is carried out at the required frequency (annual Portable Appliance Testing and five yearly installation testing) and that certification is correctly recorded in the Online Safety Portal (Donesafe).
- That annual Gas Safety checks are carried out on sites that have gas installations and correctly recorded in the Online Safety Portal (Donesafe).

- The presence of Asbestos within the fabric of the building is properly recorded and managed in accordance with regulation and correctly recorded in the Online Safety Portal (Donesafe).
- Installed water systems are properly maintained e.g., water storage tanks flushed through and legionella checks undertaken and correctly recorded in the Online Safety Portal (Donesafe).
- Any other specific requirements required for compliance purposes are correctly recorded in the Online Safety Portal (Donesafe).
- Installed fire alarm systems meet standards and are properly maintained and tested at the required frequency, and correctly recorded in the Online Safety Portal (Donesafe).
- Installed burglar alarm systems are fully working and maintained, and correctly recorded in the Online Safety Portal (Donesafe).
- The agreed annual maintenance programme is effectively carried out in a timely manner and correctly recorded in the Online Safety Portal (Donesafe).
- Records of the work done are retained/recorded in the Online Safety Portal (Donesafe).
- All sites are consistently presented at the expected OneSchool standard of cleanliness, tidiness presentation internally and externally.
- The annual proactive property maintenance budget is delivered efficiently and within budget.
- Reactive maintenance is carried out in a cost effective and appropriate manner.
- Identify and progress, in collaboration with OSG finance and Buildings leads, opportunities for centralized efficiency and procurement of maintenance, servicing and supply contracts including but not limited to:
  - Fire and smoke maintenance
  - Security
  - Cleaning
  - M&E
  - CCTV/Access control
  - Utilities
  - Grounds maintenance
  - Furniture supply
  - Renewable energy opportunities

2.13.2. Health & Safety: Online Safety Portal (Donesafe) – work with the person(s) based at each OSG UK Campus who are responsible for health and safety to ensure that:

- Weekly, bi-weekly, monthly and six-monthly checks are appropriately carried out and recorded in the Online Safety Portal (Donesafe).
- That any accidents, incidents, ill health, dangerous occurrences and 'near misses' are promptly logged in the Online Safety Portal (Donesafe), and monitored where required, investigated and reported to the enforcement authorities.
- That work equipment checks are carried out and correctly recorded on the Online Safety Portal (Donesafe).

- That risk assessments are both written and reviewed in a timely manner for identified risks.
- 2.13.3. Work with the appointed H&S Consultants / Competent Persons to develop an effective working relationship with the H&S Consultants to ensure that:
- Six-monthly audit visits by the Consultants are both scheduled with and attended by the relevant person(s) at each OSG UK Campus.
  - Those recommendations arising from audit reports are carried out in a timely manner at each campus and corrective actions recorded the Online Safety Portal (Donesafe) are updated accordingly.
  - Training H&S zoom calls are scheduled and communicated out to all campuses.
  - Any required RIDDOR reporting is carried out correctly, effectively and in the necessary time frame.
- 2.13.4. Acting as OneSchool Global UK and Affiliated Campuses competent person in accordance with the Management of Health and Safety at Work Regulations 1999.
- 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.
  - Monitoring incident and injuries and near misses logged in the Online Safety Portal (Donesafe) to ensure that any reportable under RIDDOR are reported to the enforcing authority and investigated.
  - Advice and support to RSO on the investigation and reporting incidents and injuries to the HSE under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013.

#### **2.14. Health & Safety Consultants**

- 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.
- Advisory service and support on H&S matters.
- Telephone advice helpline with no limit on number of calls.
- Offsite assistance with major accident investigations.
- Annual account management review.
- Access to online H&S management system – ‘Online Safety Portal (Donesafe)’.

#### **2.15. HEALTH AND SAFETY RULES**

##### **General**

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**

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**

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

#### **Working Conditions / Environment**

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**

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**

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**

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 promptly and properly recorded on Online Safety Portal (Donesafe).
- notify any incident in which damage is caused to property.

**Health**

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

**Campus Transport**

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**

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

- A serious or wilful 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.
- Wilful 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.

**3. 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 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/Premises Manager.

#### 4. SCOPE

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

A copy of the Health and Safety Policy will be:

- Maintained on the Online Safety Portal (Donesafe).
- 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.

##### 4.1. Definitions

Term	Definition
<b>Accident</b>	An unplanned event that causes injury to persons, damage to property or a combination of both.
<b>H&amp;S</b>	Health & Safety
<b>Near Miss</b>	An unplanned event that does not cause injury or damage but could do so.
<b>Work Related Illness</b>	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.

##### 4.2. Online Safety Portal (Donesafe)

4.2.1. [Online Safety Portal \(Donesafe\)](#) is a web-based system, providing a modern approach to health and safety management. Online Safety Portal (Donesafe) is a system designed to record, store accident information, and to produce, hold and manage, risk assessments, clear due diligence trails and policy documentation. Online Safety Portal (Donesafe) monitors all work equipment and advises of impending inspections, M&E services, and maintenance.

4.2.2. All staff are made aware of Online Safety Portal (Donesafe) as part of their training and advised on where and how health and safety documentation can be accessed. Relevant staff will be classed as 'users' and have a unique username and password to the system; the dashboard provides them with access to relevant areas such as: risk assessments, policies, procedural documentation, as well as the checks to work equipment, Audits/inspections, M&E services, and maintenance of tools/equipment.

4.2.3. OSG UK and the Appointed H&S Consultants 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 the Online Safety Portal (Donesafe) 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.

4.2.4. 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 Online Safety Portal (Donesafe) from your Campus Principal.



#### 4.3. Risk Assessment

- SUPPORTING DOCUMENTS: Risk Assessment Policy

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

4.3.2. 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. Generic/Model risk assessments are available from RSO.

4.3.3. 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.

4.3.4. 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.

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

##### Design & Technology

- CLEAPSS Risk assessments in technology.
- BS 4163:2021 Health and Safety for Design and Technology in Campuses and Similar Establishments – Code of Practice.

##### 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

4.3.6. Refer to:

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

#### 4.4. Communication and Consultation

4.4.1. 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.

4.4.2. To achieve this objective, we will:

- Display the Health and Safety Law poster in an accessible position.
- Establish effective lines of communication between all employees.
- Involve and consult with employees and key persons through:
  - Individual conversations
  - Notice boards
  - Internal publications
  - Staff meetings
  - Health and Safety meetings
  - Online Safety Portal (Donesafe)
  - OSG UK Newsletters and Bulletins

#### 4.5. Safety Bulletins and Alerts

4.5.1. 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.

4.5.2. Safety Alerts are written by H&S Consultants or the Support Office and emailed to the responsible person at each Campus. The responsible person will need to review the alert and then take the recommended action for the campus. Once action has been taken, the Safety Alerts should be uploaded to the Online Safety Portal (Donesafe) – Document Library.

4.5.3. 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.

4.5.4. 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.

#### 4.6. Training

4.6.1. 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.

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

- Induction
- General
- Specific

4.6.3. Training records and certificates should be uploaded to the Online Safety Portal (Donesafe) – Document Library with appropriate dates selected for reminding users of refresher training dates.

#### 4.7. Induction

4.7.1. 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. Health and Safety induction will be provided by RSO and will include training on how to access and use the Online Safety Portal (Donesafe).

4.7.2. Refer:

- SUPPORTING DOCUMENTS: TRAINING – Induction checklist

#### 4.8. General Training

4.8.1. 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.

4.8.2. 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.

#### 4.9. Specific Training

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

4.9.2. 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.

4.9.3. The more common types of job specific training are listed in the Health & Safety Standards for School Campuses. Managers should then assess if other job specific training is also needed, and this should ideally be identified at the beginning of employment or following a change of role.

4.9.4. 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.

4.9.5. The following roles require training to be completed:

- Health and Safety CA – requires training in how to use Online Safety Portal (Donesafe), 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 Incident reporting using the public link to report incidents, injuries and near misses in the Online Safety Portal (Donesafe).
- 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.

4.9.6. Refer:

- SUPPORTING DOCUMENTS: Health & Safety Standards for School Campus.

#### **4.10. Competency Authorisation**

4.10.1. 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.

4.10.2. Refer:

- SUPPORTING DOCUMENTS: TRAINING – Competency Authorisation

#### **4.11. Training Records**

4.11.1. All health and safety training records will be maintained on the Flick Learning system; however, certificates should be uploaded and stored in the Online Safety Portal (Donesafe) – Document library. Personal training records can be viewed via your personal login credentials.

#### **4.12. Training Need Review**

4.12.1. 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.

4.12.2. 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.

4.12.3. 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.

4.12.4. Refer:

- SUPPORTING DOCUMENTS: Health & Safety Standards for School Campus.
- SUPPORTING DOCUMENTS: TRAINING – Induction checklist.

- SUPPORTING DOCUMENTS: TRAINING – Competency Authorisation

#### 4.13. Department for Education H&S Responsibility and Powers

- 4.13.1. The Department for Education provide guidance and information on the management of health and safety within Campuses.
- 4.13.2. 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.
- 4.13.3. The HSE website has an area designated to education and there is information, guidance, resources, and further assistance available.
- 4.13.4. Refer:
  - HSE WEBSITE: [www.hse.gov.uk/services/education/index.htm](http://www.hse.gov.uk/services/education/index.htm)

#### 4.14. Accident, Incident and Ill-Health Recording, Reporting, and Investigation

- 4.14.1. 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.
- 4.14.2. 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.
- 4.14.3. Incidents, injuries, near misses must be promptly recorded in the Online Safety Portal (Donesafe). Incident review and Investigation are an integral part of the Incident reporting process, and campuses teams have the facility to initiate and assign review and investigation roles as required. RSO support is also available during this process.

#### 4.15. Recording Incidents, Injuries and Near Misses

- 4.15.1. All Incidents/Injuries and near misses must be promptly recorded in the Incident Reporting module of Online Safety Portal (Donesafe). All Incidents/Injuries should be recorded in the Online Safety Portal (Donesafe) within 7 days of the accident occurring.
- 4.15.2. Once the record has been added to the Online Safety Portal (Donesafe) this information will be reviewed by the relevant user to establish if further action may be necessary.
- 4.15.3. Each Campus should have at least one individual who is responsible for the logging Incidents in the Online Safety Portal (Donesafe). However, anyone has the ability to report Incidents/Injuries and Near misses via the public link [bit.ly/3RfmMDs](https://bit.ly/3RfmMDs) and this link is available in the First Aid List throughout the campus.

#### 4.16. Reporting of Injuries (Accidents)

- 4.16.1. 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.

4.16.2. 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', the National Facilities Manager will conduct the reporting on OSG UK's behalf. This will be discussed with the Campus CP, CA and the DP before submission. Any notification forms, statements, investigations, etc. will be held in Online Safety Portal (Donesafe), as part of the Incident/injury Investigation for future reference.

#### **4.17. Dealing with Unprecedented Situations such as Pandemics – e.g., COVID-19**

4.17.1. Where unprecedented situations arise OneSchool Global will act in the following manner:

- Follow Government guidance wherever practicable.
- Undertake a risk assessment for example, 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 e-learning.
- Provide information (to our staff, students and visitors) by displaying informative posters and notices 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.

#### **4.18. Investigations**

4.18.1. All injury related accidents/incidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be reviewed and 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.

4.18.2. The investigation will include obtaining signed witness statements, photographs, and drawings as appropriate. RSO and the H&S Consultants will offer support with the investigation process.

#### **4.19. Who carries out any investigation?**

4.19.1. Cases requiring further investigation should be referred to the Health and Safety CA and Campus Principal who will assign roles and/or investigate the Incident/Injury.

4.19.2. Remedial actions must be raised as corrective Actions and assigned to a relevant individual, who is also a user in the Online Safety Portal (Donesafe).

4.19.3. CP and CAs will have the ability to check on the progress this process will be supported by RSO and the H&S Consultants. 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, RSO and the H&S Consultants are made aware of their visit, any comments or concerns raised and whether they are considering any further action. This information should be logged with the Incident Record as soon as possible.

#### **4.20. Accident Review**

4.20.1. As part of the Incident reporting process, Incidents reported in the Online Safety Portal (Donesafe) will be reviewed. Some incidents will be escalated to the CA Team and must be discussed in the H&S Committee to determine the nature and circumstances of the incident(s), and actions to be taken to prevent similar incidents. Depending upon their seriousness and relevance. If required, the H&S Committee may initiate an investigation into the circumstances surrounding each or a specific incident.

4.20.2. Refer:

- SUPPORTING DOCUMENTS: Donesafe Instructions – Incidents (step-by-step guidance)
- SUPPORTING DOCUMENTS: ACCIDENTS – RIDDOR HSE Guidance
- SUPPORTING DOCUMENTS: ACCIDENTS – Accident Reporting Procedure

#### **4.21. First Aid**

- SUPPORTING DOCUMENTS: First Aid Policy

4.21.1. 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.

#### **4.22. Infection Control**

4.22.1. 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.

#### **4.23. Staff Illness and Reporting**

4.23.1. 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 infectious/respiratory diseases, such as COVID-19

4.23.2. 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.

4.23.3. 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).

#### **4.24. Occupational Health & Work-Related Stress**

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

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

4.24.3. 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.

4.24.4. 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.

#### **4.25. Fire**

- SUPPORTING DOCUMENTS: Fire Safety (Prevention) Policy

4.25.1. 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.

#### **4.26. Liaising with Emergency Services**

4.26.1. 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.



#### 4.27. Emergency Procedures

4.27.1. 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:	Emergency: Dial 999		Non-Emergency: Dial 101
OSG UK - Legal & Policies Trustee:	Adrian Diffey	Day 0330 055 5600	<a href="mailto:adrian.diffey@uk.oneschoolglobal.com">adrian.diffey@uk.oneschoolglobal.com</a>
OSG UK - Compliance	Ted Picton	Day 0330 055 5600	<a href="mailto:ted.picton@uk.oneschoolglobal.com">ted.picton@uk.oneschoolglobal.com</a>
OSG UK - National Facilities Manager	Rui Martins	Day 0330 055 5600	<a href="mailto:rui.martins@uk.oneschoolglobal.com">rui.martins@uk.oneschoolglobal.com</a>
Insurer: <b>Ecclesiastical Commercial/Combined.</b>  (Policy No: 02/ISS/0260134)	General enquiries	0345 777 3322	8am - 6pm, Monday to Friday (excluding bank holidays) *
	* Outside of these hours, calls will be re-directed to "out of hours service", which is available 24 hours a day, 7 days a week.		
	Claims	0345 603 8381	8am - 6pm, Monday to Friday.
Health & Safety Consultants:	CRYSP	<b>Helpdesk</b>	0333 242 0887 / <a href="mailto:info@crysp.co.uk">info@crysp.co.uk</a>
		Auditor / H&S Advisor / CRYSP National Compliance Manager	<b>Chloe Rhodes</b> <a href="mailto:chloe@crysp.co.uk">chloe@crysp.co.uk</a>
		Team Leader / CRYSP Co. Director	<b>Stuart Harlow</b> <a href="mailto:stuart@crysp.co.uk">stuart@crysp.co.uk</a> +44 (0) 7702 810941

#### 4.28. Safety

4.28.1. 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.

4.28.2. 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.

4.28.3. 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.

4.28.4. 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.

4.28.5. 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.

#### 4.29. 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 online – Learning and Skills Council.
- Monitor students' health, safety, and welfare while on placement and provide 'pastoral' support.

#### 4.30. Risk Assessments

- 4.30.1. Before a student is allowed to start on a programme of work experience the host employer must carry out a satisfactory risk assessment.
- 4.30.2. The Placement Employer Risk Assessment should be used for this purpose; Any risks identified must either be controlled, or the student excluded from exposure to them.
- 4.30.3. 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.
- 4.30.4. The parent or guardian must sign the risk assessment form and return it to the Campus.

#### 4.31. Induction

- 4.31.1. Students also need to be inducted by the employer on commencement.
- 4.31.2. 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.

#### 4.32. Prohibited and Restricted Activities

- 4.32.1. 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.
- 4.32.2. 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.

4.32.3. 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.

### **4.33. Preparation of and Support for Learners on Placements**

4.33.1. 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.

4.33.2. 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.)

4.33.3. 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.

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

4.33.5. 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.

4.33.6. 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.

### **4.34. Working Hours**

4.34.1. 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.

4.34.2. Students should not be asked to work excessively long hours, or unnecessarily uRSocial hours, and should not work more than a standard eight-hour day.

4.34.3. 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).

4.34.4. 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.

4.34.5. 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.

#### 4.35. Safeguarding

4.35.1. 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.

#### 4.36. Educational Visits

4.36.1. 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.

4.36.2. 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>

**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.

4.36.3. 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.

4.36.4. 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).
- REC approval is required for overnight trips.

- During the educational visit, all necessary School Policies apply, such as, but not limited to the Student Interaction Policy, Student ICT Policy (i.e., No mobile phones or smartwatches), Student Search Policy, Bullying and Behavioural Policies.
- 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 take place on Zoom-free day, or no other school events are taking place that will be affected by the students' absence.
- 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.
- Within phone coverage. If not, a contact plan is in place for emergencies.
- The ratio of adults to students is appropriate (a ratio of 1:20 as broad guidance, more in case of special needs)
- 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.

#### **4.37. Visit Procedure**

4.37.1. 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.

#### 4.38. Completion of a Campus visit management form.

4.38.1. Notification of the proposed visit sent to the National Support Office on the EV Smartsheet (link below) at least 3 weeks 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.

#### 4.39. Insurance

4.39.1. 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.

4.39.2. 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.

4.39.3. 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 is 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.
- 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.

(Visit <http://www.hse.gov.uk/aala/activities.html> 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.

4.39.4. The Educational Visit is notified to the National Support Office (RSO) on the EV Smartsheet-

<https://app.smartsheet.com/b/form?EQBCT=e9db22caf98049baae1044c4e042e2e8>

and RSO approval will be sought when considering the following activities:

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

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

**The following are not permitted:**

- |  |                                     |   |
|--|-------------------------------------|---|
| • Aircraft or flying                         | • Horse riding                      | • Rifle/firearms                                  |
| • Art galleries                              | • Hot air ballooning                | • Rock climbing                                   |
| • Boxing                                     | • Jet Boating                       | • Rodeo   |
| • Break dancing                              | • Martial arts or boxing activities | • Scuba diving                                    |
| • Canyoning                                  | • Motocross                         | • Shooting  |
| • Caving                                     | • Motor races                       | • Skiing  |
| • Dune buggies                               | • Motor rallies                     | • Tackle rugby league/union                       |
| • Fishing                                    | • Motor speed tests                 | • Trampoline parks/centres                        |
| • Gladiator games                            | • Paintball / Laser Skirmish        | • Tobogganing                                     |
| • Go karts                                   | • Parachuting                       | • Vertical and horizontal bungee jumping,         |
| • Golf, including Driving Ranges             | • Quad bikes / Motorbikes           | • White water rafting, canoeing/kayaking /rafting |
| • Hang gliding                               |                                     |   |
| • Para gliding                               |                                     |   |
| • Highwires / Ziplining / Confidence courses |                                     |   |

4.39.6. 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)

4.39.7. 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.

4.39.8. Refer:

- SUPPORTING DOCUMENTS: EDUCATIONAL VISITS – Parental Consent Form
- SUPPORTING DOCUMENTS: EDUCATIONAL VISITS – Letter to Parents
- SUPPORTING DOCUMENTS: EDUCATIONAL VISITS – Plan
- RISK ASSESSMENTS: EDUCATIONAL VISITS – General to be personalised for each Visit

#### **4.40. Events**

4.40.1. 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.

4.40.2. 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.

4.40.3. 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.

#### **4.41. Insurance**

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

4.41.2. 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.

4.41.3. 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.

#### **4.42. Event Manager**

4.42.1. 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.

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

4.42.3. 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.

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

4.42.5. Refer:

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

#### **4.43. Performance Licenses**

4.43.1. 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 and Activities) Regulations 2014.

4.43.2. 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.

4.43.3. Most local authorities follow these guidelines:

4.43.4. 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.

4.43.5. 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.

4.43.6. 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.

4.43.7. 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/LDGRRedirect/index.jsp?LGSL=48&LGIL=8>

## 5. GUIDELINES

- [www.hse.gov.uk/services/education/index.htm](http://www.hse.gov.uk/services/education/index.htm)
- CLEAPSS Risk assessments in technology <http://www.cleapss.org.uk/>
- BS 4163:2014 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](#)

## 6. ASSOCIATED DOCUMENTS

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

## 7. 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
OPC/7	June 2021	9.0	<ul style="list-style-type: none"> <li>• Annual review, minor update on terminology</li> <li>• Included National Facilities Manager Role and Responsibilities</li> <li>• Creation of a hyper-linked contents grid.</li> <li>• Under ASBESTOS – reference made to Asbestos Removal Contractors Association (ARCA).</li> <li>• D&amp;T BSI – update on the date of Standard: BS4163:2014.</li> <li>• Update of the Appendix 1 – Organisation Chart.</li> </ul>
OPC/7	August 2022	10.0	<ul style="list-style-type: none"> <li>• Annual review, minor update on terminology</li> <li>• Updated National Facilities Manager Role and Responsibilities in line with the Competent Person role.</li> <li>• Removal of references to Southall's</li> <li>• Amendment of Safety Cloud with Online Safety Portal (Donesafe)</li> <li>• Update of the Appendix 1 – Organisation Chart.</li> </ul>

OPC/7	January 2023	10.1	<ul style="list-style-type: none"> <li>• Alignment with global excursion policy including updated list of exclusions.</li> <li>• Educational visits not to be planned on zoom free days.</li> <li>• Overnight trips must be signed off by REC.</li> <li>• RSO request for approval form must be completed at least 3 weeks before proposed trip</li> </ul>
OPC/7	July 2023	11.0	<ul style="list-style-type: none"> <li>• Annual review, minor update on terminology</li> <li>• 2.3.2 – amendment of Fire logbook and accident book with Fire records and Incident/Accident reports logged in the Online Safety Portal (Donesafe)</li> <li>• 2.13.3 – reference to corrective actions on findings from audits.</li> <li>• 2.13.4- amendment, and reference of H&amp;S consultants actions and support to RSO on RIDDOR Reporting.</li> <li>• 4.5.2. – amended process for communicate safety bulletins and further actions.</li> <li>• 4.6.3. – added point requesting for training records and certificates to be added to Online Safety Portal (Donesafe)</li> <li>• 4.7.1. - Amended/added H&amp;S induction provided by RSO and will include Online Safety Portal (Donesafe) training.</li> <li>• References made to the Health &amp; Safety Standards for School Campus.</li> <li>• 4.14.3. / 4.16.2. – Amended to reflect the Incident review and investigation process.</li> <li>• 4.15.3. – amended to reflect the Incident reporting via public link and first aiders signage.</li> <li>• 4.19. – Reference to the Online Safety Portal (Donesafe) Incident Investigation and Corrective Actions process.</li> <li>• 4.20. – Amended to reflect the Incident reporting and review process.</li> <li>• 4.27. – added the H&amp;S Consultants details and contact information.</li> <li>• 4.29. – Linked Be safe! an introductory guide to health and</li> </ul>

			<p>safety guidance with booklet from Learning and Skills Council.</p> <ul style="list-style-type: none"><li>• 4.43. – Amended Child (Performances) Amended Regs. 2000 with latest Child (Performances and Activities) Regs. 2014.</li></ul>
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**Appendix 1 Organisation Chart**

