OneSchool Global

Health and Safety Policy

Authorisation Date: 08/2026
OSG Document Code: POL_UK_OP_Health_and_Safety_Policy
Region: UK

Health and Safety Policy

OSG Document Code POL_UK_OP_Health_and_Safety_Policy	**Authorisation date:** 08/2026	**Next review date:** 01/2027
Policy author Rui Martins, Regional Facilities Manager *Updated by Crysp Ltd (Incumbent WHS consultant)*	**Approved by:** OneSchool Global UK Board on 01/09/2026	
Enquiries contact: support@uk.oneschoolglobal.com	**Associated documents** [List of associated docs with hyperlinks]	

1. POLICY STATEMENT

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.

1.2 OneSchool Global UK recognises that the legal framework differs between England, Wales, Scotland and Northern Ireland. It will ensure that its common organisational arrangements are supported by jurisdiction specific procedures, competent advice and compliance monitoring where the applicable legislation or regulatory framework differs.

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

1.3.1 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.

1.3.2 Bring this Policy Statement to the attention of all employees.

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

1.3.4 Communicate and consult with employees on matters affecting their health and safety.

1.3.5 Comply with the health and safety, fire safety, education, safeguarding, food safety and related legal and regulatory requirements applicable in England, Wales, Scotland and Northern Ireland, according to the location and activities of each campus.

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

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

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

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

1.3.10 Maintain premises and provide and maintain safe plant and equipment.

1.3.11 Engage contractors who demonstrate due regard to health and safety matters.

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

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

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

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

1.3.16 Monitor performance regularly and revise policies and procedures to pursue a progra mme of continuous improvement.

1.4 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.

1.5 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 Campus Support Team

2.1.1 OneSchool Global UK, as the employer, retains overall legal responsibility for health and safety. The Regional Board provides strategic governance, leadership and oversight and must satisfy itself that suitable organisational arrangements, competent support and adequate resources are in place.

2.1.2 The Board delegates responsibility for the day-to-day implementation of this policy through the relevant organisational management structure, including the Campus Principal and designated Campus Premises Manager. Delegation of specific functions does not remove the employer's overall responsibility or the Board's governance and oversight responsibilities.

2.1.3 The Campus Support Team will ensure that:

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

2.1.3.2 Any decisions reflect its health and safety management intentions.

2.1.3.3 Adequate resources are available for the implementation of health and safety.

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

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

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

2.1.3.7 The health and safety performance of the Campus is reviewed annually following termly reports from the Campus Premises Manager and safety improvements are planned for the following year.

2.1.3.8 They are provided with enough information to ensure the Campus Premises Manager is performing their role.

2.1.3.9 Campus Premises Managers are adequately competent to undertake their role and suitable training will be provided where necessary.

2.1.3.10 The Campus Support Team will ensure that health and safety performance is considered across all UK campuses and that signification differences in the legal and regulatory requirements of England, Wales, Scotland and Northern Ireland are identified, communicated and implemented.

2.1.3.11 The Campus Support Team will receive sufficient information on significant risks, incidents, enforcement contact, overdue statutory compliance actions and emerging legal requirements to enable effective oversight and informed decision making.

2.2 Campus Premises Manager

2.2.1 The Campus Premises Manager is a member of staff who provides a link between the Campus Support Team and Campus Principal. The Campus Premises Manager is the campus-level coordinator for the implementation and monitoring of the organisation's health and safety arrangements. The role supports the Campus Principal, the CST and other responsible managers but does not replace the legal responsibilities of OneSchool Global UK as the employer or those of persons who control premises, activities, departments or work.

2.2.2 The identity of any responsible person, duty holder or appropriate person for the purposes of fire safety or other legislation will be determined by the applicable legislation, the extent of control exercised and the management arrangements at the campus.

2.2.2.1 Any duties allocated to them by the Campus Support Team are completed.

2.2.2.2 Regular updates are given to the Campus Support Team to ensure they are aware of any health and safety issues, actions or concerns raised.

2.2.2.3 They are available to provide support to the Campus Support Team and other employees in health and safety matters and maintaining campus compliance using the Online Safety Portal (Donesafe).

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

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

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

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

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

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

2.2.3.3 A system of communication and consultation with employees is established.

2.2.3.4 The Campus Support 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.

2.2.3.5 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.

2.2.3.6 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.

2.2.3.7 The Campus buildings, plant and equipment are maintained in a safe condition and records updated on the Online Safety Portal (Donesafe).

2.2.3.8 Welfare facilities provided are maintained in a satisfactory state.

2.2.3.9 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.

2.2.3.10 The Campus Support Team 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 Campus Support Team and appropriate action taken.

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

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

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2.2.3.13 The health, safety, welfare, premises and standards applicable to the campus are identified and complied with. These include the relevant independent school standards and inspection arrangements in England, Wales, Scotland and Northern Ireland.

2.2.3.14 For campuses in England, this includes the Education (Independent School Standards) Regulations 2014 and the applicable ISI inspection framework. For campuses in Wales, Scotland and Northern Ireland, the relevant national registration, inspection and school standards requirements will apply.

2.2.3.15 There is input into the Campus Improvement Plan with regard to H&S facilities and management.

2.2.3.16 A full and proper formal handover of duties is undertaken with the incoming Health and Safety (H&S) appointed person and the Regional Support Office is informed of these changes to personnel.

2.2.3.17 They are aware of their responsibilities as Campus 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 appointed person prior to any action).

2.3.2 The Campus Principal will assist the H&S appointed person/Premises Manager to ensure that:

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

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

2.3.2.3 All relevant staff are trained in how to access the Online Safety Portal (Donesafe) and the health and safety documents.

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

2.3.2.5 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.

2.3.2.6 A system of communication and consultation with employees is established.

2.3.2.7 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 Campus Support Team.

2.3.2.8 Risk assessments are completed, recorded, reviewed regularly and any change s are brought to the attention of staff who may be affected.

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2.3.2.9 Completed risk assessments are implemented and any action required is monitored.

2.3.2.10 Health surveillance as identified by COSHH, or risk assessments are carried out.

2.3.2.11 Health and safety records are kept up to date.

2.3.2.12 Health and safety notices are displayed.

2.3.2.13 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 RDO.

2.3.2.14 Contact with external organisations such as the emergency services is coordinated.

2.3.2.15 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).

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

2.3.2.17 A report on the safety performance of the Campus is prepared with the H&S appointed person to present to the Trust at the end of every month.

2.3.2.18 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 Head of Department / Line Managers / Subject Leaders / Teachers

2.4.1 Head of Department / Line Managers / Subject Leaders / Teachers will ensure that in their areas of responsibility:

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

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

2.4.1.3 Safe systems of work are developed and implemented.

2.4.1.4 Risk assessments are completed, recorded, and regularly reviewed.

2.4.1.5 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.

2.4.1.6 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 appointed person, the Campus principal and the RDO. They communicate and consult with staff on health and safety issues.

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

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

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

2.4.1.10 Work equipment is maintained in a safe condition.

2.4.1.11 Statutory examinations are planned, completed, and recorded.

2.4.1.12 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).

2.4.1.13 Adequate arrangements for fire and first aid are established.

2.4.1.14 Any safety issues that cannot be dealt with are referred to the Campus Principal / Campus Support Team for action.

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

2.4.1.16 Agreed safety standards are maintained, particularly those relating to houseke eping.

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

2.4.1.18 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:

2.5.1.1 The Campus premises and equipment are maintained in a safe condition and a ppropriate records are kept.

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

2.5.1.3 Communication with the H&S appointed person/Premises Manager and Campus Principal is effective and gives them information on any issues that may affect health and sa fety.

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

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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:

2.6.1.1 OSG UK Campus vehicles are maintained in a safe condition and that log book s kept up to date.

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

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

2.6.1.4 Vehicles are currently licensed, including bus permits where appropriate.

2.6.1.5 Drivers of Campus vehicles are adequately trained and that records are kept up to date.

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

2.6.1.7 All drivers must undergo the appropriate safeguarding, identity, eligibility and criminal record checks required for their role and jurisdiction. This will normally involve the Disclosure and Barring Service in England and Wales, Disclosure Scotland and the Protecting Vulnerable Groups Scheme in Scotland, or AccessNI in Northern Ireland. Evidence of the required checks must be recorded in the campus's applicable safeguarding record.

2.6.1.8 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:

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

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

2.7.1.3 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.

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

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

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

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2.7.1.7 Unsatisfactory behaviour is reported to the Transport Manager immediately.

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

2.7.1.9 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:

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

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

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

2.8.1.4 Emergency arrangements are developed for all events as appropriate.

2.8.1.5 The provision of adequate first aid facilities are provided.

2.8.1.6 The provision of adequate insurance/licenses are in place.

2.9 Educational Trips and Visits – Trip Leader

2.9.1 The Trip Leader will ensure that:

2.9.1.1 Prior approval for each visit is obtained following the educational visits procedur e.

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

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

2.9.1.4 An educational visit should be notified on the Smartsheet link to the Regional S upport Office.

2.10 First Aider

2.10.1 The First Aiders will ensure that:

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

2.10.1.2 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.

2.10.1.3 They are suitably trained and qualified in line with the First Aid Policy to perfor m their duties.

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2.11 Employees and Volunteers

2.11.1 All employees and volunteers must:

2.11.1.1 Take reasonable care of their own safety.

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

2.11.1.3 Observe the safety rules.

2.11.1.4 Comply with the Health and Safety Policy and Procedures

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

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

2.11.1.7 Dress sensibly and safely for their working environment or occupation.

2.11.1.8 Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks.

2.11.1.9 Use safety equipment and/or protective clothing as directed.

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

2.11.1.11 Ensure all equipment is in good condition and report defects.

2.11.1.12 Report any safety risk, hazard, or malfunction of any item of plant or equipment.

2.11.1.13 Promptly report incidents, injuries, ill health, dangerous occurrences and ‘near misses’ in the Online Safety Portal (Donesafe).

2.11.1.14 Attend any health and safety training as requested.

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

2.12 OSG UK Regional Support Office

2.12.1 The Regional Support Office will ensure:

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

2.12.1.2 The audit schedule is rolled out across all Campuses.

2.12.1.3 Communication links with the appointed Health and safety consultants are maintained.

2.12.1.4 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.

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2.12.1.5 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 Regional Facilities Manager

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

2.13.1.1 That site boundaries are fully maintained to deliver a secure site that safeguards the welfare of the students at all times.

2.13.1.2 The CCTV installed at the site meets OSG UK standards and is properly maintained and managed.

2.13.1.3 Access control to the buildings is effective and prevents unauthorised entry.

2.13.1.4 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.

2.13.1.5 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).

2.13.1.6 That annual Gas Safety checks are carried out on sites that have gas installations and correctly recorded in the Online Safety Portal (Donesafe).

2.13.1.7 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).

2.13.1.8 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).

2.13.1.9 Any other specific requirements required for compliance purposes are correctly recorded in the Online Safety Portal (Donesafe).

2.13.1.10 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).

2.13.1.11 Installed burglar alarm systems are fully working and maintained, and correctly recorded in the Online Safety Portal (Donesafe).

2.13.1.12 The agreed annual maintenance programme is effectively carried out in a timely manner and correctly recorded in the Online Safety Portal (Donesafe).

2.13.1.13 Records of the work done are retained/recorded in the Online Safety Portal (Donesafe).

2.13.1.14 All sites are consistently presented at the expected OneSchool standard of cleanliness, tidiness presentation internally and externally.

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2.13.1.15 The annual proactive property maintenance budget is delivered efficiently and within budget.

2.13.1.16 Reactive maintenance is carried out in a cost effective and appropriate mann er.

2.13.1.17 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:

2.13.2.1 Weekly, bi-weekly, monthly and six-monthly checks are appropriately carried out and recorded in the Online Safety Portal (Donesafe).

2.13.2.2 That any accidents, incidents, ill health, dangerous occurrences and 'near mis ses' are promptly logged in the Online Safety Portal (Donesafe), and monitored where required, investigated and reported to the enforcement authorities.

2.13.2.3 That work equipment checks are carried out and correctly recorded on the Online Safety Portal (Donesafe).

2.13.2.4 That risk assessments are both written and reviewed in a timely manner for id entified risks.

2.13.3 Work with the appointed H&S Consultants / Competent Persons to develop an effecti ve working relationship with the H&S Consultants to ensure that:

2.13.3.1 Six-monthly audit visits by the Consultants are both scheduled with and attended by the relevant person(s) at each OSG UK Campus.

2.13.3.2 Those recommendations arising from audit reports are carried out in a timely manner at each campus and corrective actions recorded the Online Safety Port al (Donesafe) are updated accordingly.

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2.13.3.3 Training H&S zoom calls are scheduled and communicated out to all campuses.

2.13.3.4 Ensuring that incidents recorded within the Online Safety Portal (Donesafe) are reviewed promptly to determine whether they meet the applicable statutory reporting criteria.

2.13.4 Coordinating access to competent health and safety assistance in accordance with regulation 7 of the Management of Health and Safety at Work Regulations 1999 in England, Wales and Scotland and regulation 7 of the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 in Northern Ireland.

2.13.5 The appointment of competent health and safety assistance supports OneSchool Global UK in meeting its duties but does not transfer the employer's legal responsibilities to the appointed person.

2.13.5.1 Review of Health and Safety Policy on an annual basis.

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

2.13.5.3 Ensuring that reportable incidents are notified within the required timescale to the relevant enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 in England, Wales and Scotland or the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997, as amended, in Northern Ireland.

2.13.5.4 Advice and support to RDO 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

2.14.1 One visit per Campus, per annum to conduct a health and safety audit and fire risk assessment.

2.14.2 Advisory service and support on H&S/Fire safety matters.

2.14.3 Fire Risk Assessment and Review process

2.14.4 Telephone advice helpline with no limit on number of calls.

2.14.5 Offsite assistance with accident investigations.

2.14.6 Access to online H&S management system – 'Online Safety Portal (Donesafe)'.

2.15 Health and Safety Rules

2.15.1 **General** – All employees and volunteers must:

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

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

2.15.1.3 report any unsafe activity, item, or situation.

2.15.2 **Working Practices** - Employees and volunteers must:

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

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

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

2.15.2.4 use all substances, chemicals, liquids etc., in accordance with Campus proced ures.

2.15.2.5 not smoke on Campus premises.

2.15.3 **Hazard / Warning Signs and Notices**

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

2.15.4 **Working Conditions / Environment** – Employees and volunteers must:

2.15.4.1 make proper use of all equipment and facilities provided to control working con ditions/ environment.

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

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

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

2.15.5 **Protective Clothing and Equipment** – Employees and volunteers must:

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

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

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

2.15.6 **Fire Precautions** – Employees and volunteers must:

2.15.6.1 comply with all laid down emergency procedures.

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

2.15.6.3 not misuse any firefighting equipment provided.

2.15.6.4 report any use of firefighting equipment to their supervisor.

2.15.7 **Accidents** – Employees must:

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2.15.7.1 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 Campus Support Team.

2.15.7.2 ensure that any accident or injury treatment is promptly and properly recorded on Online Safety Portal (Donesafe).

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

2.15.8 **Health**

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

2.15.9 **Campus Transport** – Employees and volunteers must:

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

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

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

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

2.15.9.5 not use vehicles for unauthorised purposes.

2.15.9.6 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.

2.15.10 **Rules Covering Gross Misconduct** - An employee will be liable to summary dismissal if found to have acted in any of the following ways:

2.15.10.1 A serious or wilful breach of Safety Rules.

2.15.10.2 Unauthorised removal or interference with any guard or protective device.

2.15.10.3 Unauthorised operation of any item of plant or equipment.

2.15.10.4 Unauthorised removal of any item of first aid, firefighting, or other safety equi pment.

2.15.10.5 Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.

2.15.10.6 Unauthorised removal or defacing of any label, sign, or warning device.

2.15.10.7 Horseplay or practical jokes liable to cause an accident.

2.15.10.8 Making false statements or interfering with evidence following an accident or dangerous occurrence.

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2.15.10.9 Misuse of any item of equipment, utensil, fitting/fixture, vehicle, or electrical equipment.

2.15.10.10 Drive a Campus vehicle whilst under the influence of drugs or alcohol.

2.15.10.11 Deliberately disobeying an authorised instruction.

3. PURPOSE

3.1 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.

3.2 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 Premises Manager or Campus Support Team.

4. SCOPE

4.1 This policy applies to all stakeholders; safety is everyone's responsibitity. A copy of the Health and Safety Policy will be:

4.1.1 Maintained on the Online Safety Portal (Donesafe).

4.1.2 Displayed on the H&S Notice Board in the Campus.

4.1.3 Made available to all staff and volunteers.

4.1.4 Brought to the attention of visitors and contractors to the Campus site.

5. DEFINITIONS (IF APPLICABLE)

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 co uld do so.
Work Related Illnes s	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.

5.1 **Online Safety Portal (Donesafe)**

5.1.1 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.

5.1.2 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.

5.1.3 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 nee ds 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 Online Safety Portal (Donesafe) from your Campus Principal.

5.2 Risk Assessment

5.2.1 In Campus settings it is the responsibility of the Campus Support Team 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.

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. Generic/Model risk assessments are available from RDO.

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.

5.2.3.1 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.

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5.2.3.2 When completing risk assessments, it is necessary to refer to the relevant subject guides

5.2.4 Design & Technology

5.2.4.1 CLEAPSS Risk assessments in technology.

5.2.4.2 CLEAPSS has provision for generic MRATs (Generic Risk Assessments) and Safety Bulletins to support the practice of D&T lessons.

5.2.4.3 The CLEAPSS MRATs (Generic Risk Assessments) have been additionally downloaded and made available for subject teachers on the Online Safety portal (Donesafe) >> Documents >> Operations for downloading and adoption by subject teachers and other ancillary staff.

5.2.4.4 BS 4163:2021 Health and Safety for Design and Technology in Campuses and Similar Establishments – Code of Practice.

5.2.5 Art

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

5.2.6 Physical Education

5.2.6.1 Safe Practice in Physical Education and Campus Sport http://www.afpe.org.uk/

5.2.7 Food Technology

5.2.7.1 CLEAPSS has provision for generic MRATs (Generic Risk Assessments) and S afety Bulletins to support the practice of Food Technology lessons.

5.2.7.2 The CLEAPSS MRATs (Generic Risk Assessments) have been additionally downloaded and made available for subject teachers on the Online Safety portal (Donesafe) >> Documents >> Operations for downloading and adoption by subject teachers and other ancillary staff.

5.2.8 Offsite visits

5.2.8.1 Health and Safety of Students on Educational Visits, DfE

5.2.8.2 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:

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

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5.3.2.2 Establish effective lines of communication between all employees.

5.3.2.3 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

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

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 th eir 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:

5.5.2.1 Induction

5.5.2.2 General

5.5.2.3 Specific

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

5.6 Induction

5.6.1 All new employees will undergo a health and safety induction to familiarise them with t he Campuses' safety arrangements. This will be carried out by the Campus Support Team,
Campus Principal or relevant manager and should be completed ideally within 14 days of starting. Health and Safety
induction will be provided by RDO and will include training on how to access and use the Online Safety Portal (Donesafe).

5.6.2 Refer to SUPPORTING DOCUMENTS: TRAINING – Induction checklist

5.7 General Training

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

5.7.1.1 Fire Awareness Training – this is available via Flick Learning.

5.7.1.2 Fire Marshal Training – this is available via Flick Learning.

5.7.1.3 Manual Handling Training – this is available via Flick Learning.

5.7.1.4 Slips, trips, and falls – this is available via Flick Learning.

5.7.1.5 DSE training and assessment – this can be completed via Flick Learning.

5.7.1.6 Asbestos awareness Training – this is available via Flick Learning.

5.7.2 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.

5.8 Specific Training

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

5.8.2 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.

5.8.3 The more common types of job specific training are listed in the Health & Safety Stand ards 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.

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5.8.4 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 perso n role.

5.8.5 The following roles require training to be completed:

5.8.5.1 Campus Support Team – 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.

5.8.5.2 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).

5.8.5.3 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.

5.8.5.4 Refer to Supporting Documents: Health & Safety Standards for School Campus

5.9 Competency Authorisation

5.9.1 Where training or experience is required before the use of specific equipment (for example wood working equipment, chainsaws, or access equipment), it is recommende d 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.

5.9.2 Refer to Supporting Documents: Training – Competency Authorisation

5.10 Training Records

5.10.1 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 perso nal login credentials.

5.11 Training Need Review

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

5.11.2 Other training programmes such as Food Hygiene and Safety, Design and Technolog y,

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IOSH Managing Safely and IOSH Working Safely are run, and initial enquiries should b e made to the Regional Support Office.

5.11.3 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 Campus Support Team to ensure refresher sessions are arranged.

5.11.4 Refer to:

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

5.11.4.2 SUPPORTING DOCUMENTS: TRAINING – Induction checklist.

5.11.4.3 SUPPORTING DOCUMENTS: TRAINING – Competency Authorisation

5.12 Department for Education H&S Responsibility and Powers

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

5.12.2 Independent school inspection and registration arrangements differ across the United Kingdom. Each campus must identify and comply with the requirements of the relevant regulator or inspectorate. ISI requirements apply only to campuses that fall within the ISI inspection framework in England. Campuses in Wales, Scotland and Northern Ireland must comply with their respective national registration, inspection and independent school standards requirements.

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

5.12.4 Refer to HSE website: www.hse.gov.uk/services/education/index.htm

5.13 Accident, Incident and Ill-Health Recording, Reporting, and Investigation

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

5.13.2 It is important injuries, near misses, work related diseases and incidents of violence t o staff are reported as soon as possible.

5.13.2.1 To prevent further accidents under similar circumstances.

5.13.2.2 To compile statistics on accidents and identify problem areas.

5.13.2.3 To comply with the law.

5.13.3 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 reporti ng process, and campuses teams have the facility to initiate and assign review and investigation roles as required. RDO support is also available during this process.

5.14 Recording Incidents, Injuries and Near Misses

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5.14.1 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.

5.14.2 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.

5.14.3 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 rep ort Incidents/Injuries and Near misses via the public link bit.ly/3RfMDs and this link is available in the First Aid List throughout the campus.

5.15 Reporting of Injuries (Accidents)

5.15.1 Certain work-related deaths, injuries, diagnosed occupational diseases and dangerous occurrences are reportable to the relevant enforcing authority. In England, Wales and Scotland, reporting will be undertaken in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. In Northern Ireland, reporting will be undertaken in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997, as amended.

5.15.2 Not every accident involving an employee, pupil, visitor or contractor is reportable. The Regional Facilities Manager, supported by the appointed Health and Safety Consultants where required, will determine reportability by reference to the applicable legislation and current regulator guidance.

5.15.3 Where an incident is reportable, the Regional Facilities Manager will coordinate notification to the relevant enforcing authority on behalf of OneSchool Global UK. The Campus Principal, Campus Premises Manager and other relevant senior personnel must provide all necessary information promptly. Copies of notifications, supporting evidence, investigation records and correspondence with the enforcing authority must be retained within the Online Safety Portal (Donesafe).

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

5.16.1 Where unprecedented situations arise OneSchool Global will act in the following man ner:

5.16.1.1 Follow Government guidance wherever practicable.

5.16.1.2 Undertake a risk assessment for example, operating during COVID-19 and review as necessary. This should cover all school activities.

5.16.1.3 Undertake audits where appropriate to check on compliance with the risk asse ssment.

5.16.1.4 Where staff return to work following periods of sickness screen them.

5.16.1.5 Provide suitable information for home workers and on-site staff.

5.16.1.6 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.

5.16.1.7 Provide adequate information and instruction for staff for example in the format of posters and e-learning.

5.16.1.8 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.

5.16.1.9 Provide suitable equipment to continue to operate such as cleaning equipment and PPE.

5.16.1.10 Review the efficacy of control measures in line with new guidance issued by t he Government or other reliable sources such as the World Health Organisation.

5.17 Investigations

5.17.1 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:

5.17.1.1 To ensure that all necessary information in respect of the accident or incident i s collated.

5.17.1.2 To understand the sequence of events that led to the accident or incident.

5.17.1.3 To identify the unsafe acts and conditions that contributed to the cause of the accident or incident.

5.17.1.4 To identify the underlying causes that may have contributed to the accident or i ncident.

5.17.1.5 To ensure that effective remedial actions are taken to prevent any recurrence.

5.17.1.6 To enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties.

5.17.1.7 To enable all statutory requirements to be adhered to.

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

5.18 Who carries out any investigation?

5.18.1 Cases requiring further investigation should be referred to the CAMPUS SUPPORT TEAM and Campus Principal who will assign roles and/or investigate the Incident/Injury.

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

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5.18.3 The Campus Principal and Campus Support Team will be able to monitor the progress of the investigation, supported by the Regional Director of Operations and appointed Health and Safety Consultants.

5.18.4 A serious incident may result in contact, inspection or investigation by the relevant enforcing authority. This may include the Health and Safety Executive in England, Wales or Scotland, the Health and Safety Executive for Northern Ireland, a local authority or another relevant regulator.

5.18.5 The Campus Principal, Campus Support Team, Regional Director of Operations and appointed Health and Safety Consultants must be informed immediately of any regulatory contact. Details of visits, requests for information, verbal comments, written correspondence, notices or proposed enforcement action must be recorded and escalated in accordance with the organisation's incident and enforcement-response arrangements.

5.19 Accident Review

5.19.1 As part of the Incident reporting process, Incidents reported in the Online Safety Port al (Donesafe) will be reviewed. Some incidents will be escalated to the Campus Support 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.

5.19.2 Refer to:

5.19.2.1 SUPPORTING DOCUMENTS: Donesafe Instructions – Incidents (step-by-step guidance)

5.19.2.2 SUPPORTING DOCUMENTS: ACCIDENTS – RIDDOR HSE Guidance

5.19.2.3 SUPPORTING DOCUMENTS: ACCIDENTS – Accident Reporting Procedure

5.20 Allergens

5.20.1 OneSchool Global UK recognises that pupils with allergies may be at risk of serious illness or anaphylaxis and will maintain effective arrangements for identifying and managing those risks.

5.20.2 Each campus must implement the OneSchool Global UK Allergy Safety Policy and ensure that:

5.20.2.1 Leadership and operational responsibilities are clearly allocated.

5.20.2.2 Relevant allergy information is obtained, recorded, reviewed and communicated securely.

5.20.2.3 Individual Healthcare Plans or equivalent healthcare plans are prepared where required.

5.20.2.4 Staff receive allergy-awareness and emergency-response training appropriate to their role.

5.20.2.5 Prescribed medication and adrenaline auto-injectors are accessible, stored appropriately and checked.

5.20.2.6 Arrangements cover classrooms, food provision, transport, educational visits, events, sports and other off-site activities.

5.20.2.7 Serious allergy incidents and near misses are recorded, investigated and used to improve arrangements.

5.20.2.8 Emergency procedures include contacting the emergency services and notifying parents or carers.

5.20.3 The legal and statutory guidance framework differs between England, Wales, Scotland and Northern Ireland. Campuses must follow the healthcare-needs and allergy requirements applicable in their jurisdiction.

5.20.4 In England, the Department for Education's Allergy Safety in Schools statutory guidance must be followed where it applies to the relevant category of school. At the date of this policy, the statutory guidance does not apply directly to independent schools. OneSchool Global UK will nevertheless adopt the principles of the guidance as its organisational standard.

5.20.5 Campuses in Wales, Scotland and Northern Ireland must follow the relevant national guidance concerning support for pupils with healthcare and medication needs. Application of the English allergy guidance in those jurisdictions will be as a OneSchool Global organisational standard and not on the basis that English statutory guidance applies outside England.

5.20.6 SUPPORTING DOCUMENT: OSG UK Allergy Safety Policy.

5.21 First Aid

5.21.1 Supporting documents: First Aid Policy

5.21.2 First-aid needs assessments and arrangements must comply with the Health and Safety (First-Aid) Regulations 1981 in England, Wales and Scotland and the Health and Safety (First-Aid) Regulations (Northern Ireland) 1982, as amended, in Northern Ireland.

5.21.3 First-aid provision for employees will be determined through a suitable first-aid needs assessment. Additional arrangements for pupils, visitors, contractors, educational visits and other school activities will be established through the organisation's duty of care, applicable education requirements and activity-specific risk assessments.

5.21.4 The assessment must consider campus size and layout, employee numbers, pupil needs, higher-risk curriculum areas, lone working, transport, educational visits, events, foreseeable absences and access to emergency medical assistance.

5.21.5 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.

5.22 Infection control

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5.22.1 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 app ropriate policies and procedures.

5.23 Staff Illness and Reporting

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

5.23.1.1 Skin infections or exposed areas of infestation

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

5.23.1.3 Severe diarrhea

5.23.1.4 Jaundice

5.23.1.5 Hepatitis

5.23.1.6 Chicken Pox, Measles, Mumps, Rubella

5.23.1.7 HIV

5.23.1.8 Symptoms of infectious/respiratory diseases, such as COVID-19

5.23.2 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 th eir GP for advice.

5.23.3 Staff must report any work-related ill health or diagnosed occupational disease that may be associated with their work. OneSchool Global UK will assess whether the diagnosis and relevant work activity meet the applicable statutory reporting criteria. A disease is not reportable solely because it appears on a general list; the statutory conditions concerning diagnosis, occupational exposure and work activity must also be met.

5.24 Management of Medicines for School Staff

5.24.1 Medicines should be safely stored in the interests of the safety of all stakeholders at OneSchool Global.

5.24.2 Campuses, consequently, Campuses must provide an appropriate location for personnel to store their prescriptions, only if the prescription requires medication to be taken during working hours.

5.24.3 Staff lockers would be necessary on campus to allow employees to store their medication and personal belongings (such as handbags, mobile phones, etc.). This ste p will enable compliance with the following criteria for the administration of medication in a school or whilst working as an employee during contracted hours.

5.24.4 Non-prescribed Medication

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5.24.4.1 Personal use non-prescription medication should not be accessible to students, staff, volunteers, visitors, or contractors and should be stored in a secure location.

5.24.4.2 In line with the point above, Medication should be stored in the Staff Locker located in the staff room/staff specific area or as directed in accordance with the requirements of the medication.

5.24.4.3 It is the responsibility of the staff member to keep their locker locked at all times whilst in use and to ensure the locker key is kept on their person at all times (i.e., attached securely to the lanyard) in order to prevent unauthorised access to any medication that they have stored in their locker.

5.24.4.4 Should the staff member mislay or lose their locker key, it is the staff members immediate responsibility to notify the Campus Principal and Premises Manager without fail.

5.24.4.5 Should the staff member mislay or lose their locker key, and it is not found, a n ominal fee of £10.00 for a replacement key will be charged.

5.24.5 Prescribed Medication

5.24.5.1 Details of Prescribed / Controlled Medication should be provided to the Campus Principal in confidence, who will meet with the respective employee to develop a Medication Risk Assessment and maintain a record of the arrangements in the respective Employees HR file.

5.24.5.2 The Medication Risk Assessment must include the staff name, medication name, treatment start/finish dates, list of the side effects or adverse reactions, emergency measures, and agreed protocol.

5.24.5.3 The Medication Risk Assessment is a confidential document that should only be shared with required professional staff members, such as the assigned and named CAO or assigned and named principal First Aider, so they are aware of the agre ed-upon control measures and know what to do in the event of an emergency.

5.24.5.4 Medical records, including the Medication Risk Assessment, will be kept strictly confidential and only be retained for the length of the treatment. As stated above, the main objective of this process is to provide a suitable and adequate respons e to any emergency situation and operate in collaboration with any required Emerge ncy Services by exchanging arrangements and details of any medications/treatment by a member of our staff.

5.24.5.5 It is the responsibility of the staff member to inform the Campus Principal of any changes so that records are kept up to date and the most recent versions of the Risk assessment are circulated to the relevant individuals on campus.

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5.24.5.6 Medication records including the Risk Assessment will be returned to the staff member or destroyed and disposed via the confidential waste disposal container. (This is in line with ICO/GDPR).

5.24.6 Staff will be asked to sign agreement of this procedure. If you have any concerns on the above, please speak to the Campus Principal who will consult with HR and advise.

5.24.7 Refer to Appendix 9 for further information and Generic Risk Assessment.

5.25 Occupational Health & Work-Related Stress

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

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

5.25.3 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.

5.25.4 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.

5.26 Fire

5.26.1 SUPPORTING DOCUMENTS: Fire Safety (Prevention) Policy

5.26.2 OneSchool Global UK will ensure that suitable fire safety arrangements are established, implemented, monitored and reviewed at every campus.

5.26.3 Fire safety legislation differs across the United Kingdom:

5.26.3.1 In England and Wales, the Regulatory Reform (Fire Safety) Order 2005, as amended, applies.

5.26.3.2 In Scotland, Part 3 of the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 apply.

5.26.3.3 In Northern Ireland, the Fire and Rescue Services (Northern Ireland) Order 2006 and the Fire Safety Regulations (Northern Ireland) 2010 apply.

5.26.4 The person or body holding fire safety duties will be identified by reference to the applicable legislation and the degree of control exercised over the premises. This may include OneSchool Global UK as the employer, the owner, landlord, occupier, governing body or another person with control of all or part of the premises.

5.26.5 Each campus must have a suitable and sufficient fire risk assessment completed and reviewed by a competent person. Its findings must be implemented through a suitable action plan and supported by appropriate fire precautions, maintenance, staff information and training, evacuation arrangements, drills and monitoring.

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5.26.6 Where responsibility for premises is shared, relevant dutyholders must cooperate, coordinate and exchange information concerning fire risk and fire safety arrangements.

5.26.7 For campuses in England and Wales, all required fire safety information must be recorded in accordance with the Regulatory Reform (Fire Safety) Order 2005, as amended. This includes the fire risk assessment and its findings, fire safety arrangements, the identity of the person completing or reviewing the assessment and relevant cooperation and coordination arrangements.

5.26.8 Equivalent records required under Scottish or Northern Ireland fire safety legislation must be maintained for campuses in those jurisdictions.

5.26.9 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.

5.27 Liaising with Emergency Services

5.27.1 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 hazardo us and flammable materials, head count statistics, etc.

5.28 Emergency Procedures

5.28.1 Each campus must maintain a site-specific emergency plan addressing the foreseeable emergencies relevant to its premises, location, pupils and activities. This may include fire, gas escape, structural failure, hazardous-substance release, severe weather, flooding, loss of utilities, medical emergency, security threats, suspicious items, violence, terrorism, invacuation, lockdown, evacuation and public-health incidents.

5.28.2 Emergency plans must identify responsibilities, communication arrangements, assistance for people who may require additional support, liaison with emergency services, accountability arrangements, alternative accommodation and relevant business-continuity considerations.

5.28.3 Emergency procedures must be communicated, practised at a frequency determined by risk and applicable requirements, and reviewed following drills, actual incidents or significant changes.

5.28.4 Staff who are in charge of students at the Campus, or during a visit have a duty of car e
to make sure that the students are safe and healthy. They also have a common law dut y 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

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- Sian Purver, National Business & Operations Manager: sian@crysp.co.uk T: 01274 056108
- Donna Storey, Senior Health and Safety Advisor: donna@crysp.co.uk, T: 01274 056108

5.29 Safety

5.29.1 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 CST and Coordinator to action, control and assess their scheme.

5.29.2 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.

5.29.3 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.

5.29.4 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.

5.29.5 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.

5.30 Key actions

5.30.1 Before a student is allowed to start on a programme of work experience the host employer must carry out a satisfactory risk assessment.

5.30.2 The Placement Employer Risk Assessment should be used for this purpose; Any risk s identified must either be controlled, or the student excluded from exposure to them.

5.30.3 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.

5.30.4 The parent or guardian must sign the risk assessment form and return it to the Camp us.

5.31 Induction

5.31.1 Students also need to be inducted by the employer on commencement.

5.31.2 The Student Induction Form should be used for this purpose. The induction should ta ke place on the day the student first attends the work placement and before the student is placed in any actual work situation.

5.32 Prohibited and Restricted Activities

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

5.32.1.1 Beyond their physical or psychological capacity.

5.32.1.2 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.

5.32.1.3 Exposes them to radiation.

5.32.1.4 Involves a risk of accidents which they are unlikely to recognise because of th eir lack of experience, training, or attention to safety.

5.32.1.5 Involves a risk to their health from extreme heat, noise, or vibration.

5.32.2 There is an exception to these restrictions. Young persons over the minimum Campu s 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.

5.32.3 Restrictions also apply in the following cases:

5.32.3.1 Agriculture - restrictions on the employment of young people

5.32.3.2 Lead - prohibition of employment on employment in certain processes

5.32.3.3 Potteries - prohibition of employment on employment in certain processes

5.32.3.4 Wood Working Machinery - prohibition on employment of untrained young peo ple.

5.33 Preparation of and Support for Learners on Placements

5.33.1 Campuses must brief students on:

5.33.1.1 Realistic expectations for their placement.

5.33.1.2 Supervision arrangements and health and safety responsibilities of students a nd employers.

5.33.1.3 Safeguarding arrangements

5.33.1.4 Arrangements for mid-placement visit and 'pastoral' support during the placement.

5.33.1.5 Arrangements for debriefing, assessment, and recording.

5.33.2 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:

5.33.2.1 High Risk – at least every 12 months (1 yr.)

5.33.2.2 Medium Risk – at least every 24 months (2 yrs.)

5.33.2.3 Low Risk – at least every 48 months (4 yrs.)

5.33.3 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.

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

5.33.5 Campuses must provide each student with emergency contact details for a member o f 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.

5.33.6 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.

5.34 Working hours

5.34.1 The Working Time Regulations apply to students on work placements. Students shoul d 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.

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

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

5.34.4 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.

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5.34.5 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.

5.35 Safeguarding

5.35.1 All work placements and off-site activities must comply with the OneSchool Global UK Safeguarding Policy and the safeguarding requirements applicable to the jurisdiction in which the campus and placement are situated.

5.35.2 Campuses in England must have regard to the current edition of Keeping Children Safe in Education where it applies. Campuses in Wales, Scotland and Northern Ireland must follow their respective national safeguarding and child-protection legislation and statutory guidance. English safeguarding guidance must not be presented as the statutory framework for campuses outside England.

5.35.3 Refer to:

5.35.3.1 SUPPORTING DOCUMENTS: WORK EXPERIENCE – Student Induction For m

5.35.3.2 SUPPORTING DOCUMENTS: WORK EXPERIENCE – Placement RA Form

5.35.3.3 SUPPORTING DOCUMENTS: WORK EXPERIENCE – Be Safe Guidance

5.35.3.4 SUPPORTING DOCUMENTS: WORK EXPERIENCE – Vetting Form (Wales)

5.35.3.5 SUPPORTING DOCUMENTS: WORK EXPERIENCE – Policy and Forms

5.36 Educational visits

5.36.1 OneSchool Global UK will ensure that educational visits are planned, authorised, risk assessed, led and reviewed in accordance with this policy, the OneSchool Global Educational Visits Procedure and the national guidance applicable to the campus.

5.36.2 Department for Education guidance applies to campuses in England. Campuses in Wales, Scotland and Northern Ireland must follow the educational-visit requirements and recognised guidance applicable in their respective jurisdiction. Where the OneSchool Global procedure establishes a higher common organisational standard, that standard will apply unless it conflicts with the applicable national requirements.

5.36.3 Arrangements must take account of the purpose and nature of the visit, participant needs, staff competence, supervision, safeguarding, transport, first aid, medication, allergies, emergency communication, contingency arrangements, insurance and any higher-risk activities.

5.36.4 https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

5.36.5 It covers:

5.36.5.1 The Law.

5.36.5.2 Assessing the Risk.

5.36.5.3 Duties as an employer.

5.36.5.4 Duties as an employee.

5.36.5.5 Training.

5.36.5.6 Reporting injuries and accidents (RIDDOR).

5.36.5.7 Adventure activities using licensed providers.

5.36.5.8 Parental Consent for off-site activities.

5.36.5.9 Roles and Responsibilities.

5.36.6 A model or generic risk assessment may provide a starting point for a routine, low-risk visit, but it must be reviewed and adapted to reflect the actual participants, venue, travel arrangements, activities, foreseeable emergencies and current conditions. It must not be adopted without consideration of the circumstances of the individual visit.

5.36.7 Higher-risk, unfamiliar, residential, overseas or otherwise complex visits require a visit-specific assessment and additional approval in accordance with the Educational Visits Procedure.

5.36.8 To achieve its objective to ensure safety the Campus will ensure that:

5.36.8.1 All visits are educational based.

5.36.8.2 They fit within the hours of Campus (CST Permission is required for extension s)

5.36.8.3 REC approval is required for overnight trips.

5.36.8.4 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.

5.36.8.5 Campus uniform must be worn at all times, or PE Uniform except when directed by the Group Leader in charge.

5.36.8.6 The price is affordable for students and parents.

5.36.8.7 All visits are approved by the CAs via the Educational Visit Coordinator.

5.36.8.8 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.

5.36.8.9 Visits do not normally take place within exam / study periods or lead up to this period.

5.36.8.10 All visits are planned.

5.36.8.11 All visits are conducted in line with the Campuses risk assessment for Camp us visits.

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5.36.8.12 The Risk Assessment is personalised to suit the individual Educational Visit a nd reflects all activities being undertaken by the students.

5.36.8.13 A Group Leader is appointed for each trip who will liaise with the Educational Visit Coordinator.

5.36.8.14 All employees, parent supervisors and volunteers are briefed prior to each visit, and this covers the risk assessment document.

5.36.8.15 Emergency arrangements are established for all visits and all persons are aware of these.

5.36.8.16 Within phone coverage. If not, a contact plan is in place for emergencies.

5.36.8.17 The ratio of adults to students is appropriate (a ratio of 1:20 as broad guidanc e, more in case of special needs)

5.36.8.18 Adequate insurance is in place, including evidence of 3rd party venues Publi c Liability Insurance.

5.36.8.19 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.

5.36.8.20 Adequate child protection measures are in place.

5.36.8.21 Parents have signed consent forms on enrolment and are notified of all visits.

5.36.8.22 Arrangements are made for students with medical or special needs.

5.36.8.23 Adequate first aid is available.

5.36.8.24 Contingency plans are made covering communication, facilities, and methods whilst on Educational Visits and the emergency procedures that you have in place.

5.36.8.25 Safety during visits is monitored and reviewed.

5.37 Visit Procedure

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

5.37.1.1 At the start of each Campus year all parents will be asked to sign a letter agre eing to their child(ren) attending Campus visits throughout the Campus year.

5.37.1.2 Initial Approval by the Campus Support Team for each Campus visit planned for the Campus year.

5.37.1.3 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.

5.37.1.4 The Group Leader will consider whether a preliminary site visit is necessary. A preliminary visit must be undertaken where it is required by applicable national guidance, where the venue or activity is unfamiliar or higher risk, or where sufficient reliable information cannot otherwise be obtained. Where a physical

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preliminary visit is not reasonably practicable, the Group Leader must obtain sufficient information from reliable sources and record how the visit has been assessed.

5.38 Completion of a Campus visit management form

5.38.1 Notification of the proposed visit sent to the Regional Support Office on the EV Smartsheet (link below) at least 3 weeks before the planned trip: https://app.smartsheet.com/b/form?EQBCT=e9db22caf98049baae1044c4e042e2e8

5.38.1.1 Letter to parents to inform them of visit detail.

5.38.1.2 Brief staff, parent supervisors, volunteers.

5.38.1.3 Brief students.

5.38.1.4 Visit. Implement and monitor safety standards in line with risk assessment.

5.38.1.5 Review visit.

5.39 Insurance

5.39.1 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.

5.39.2 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.

5.39.3 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 in being considered as well as the following points:

5.39.4 Assurance as part of your personalised Risk Assessment Process along with checking:

5.39.4.1 Their insurance.

5.39.4.2 They meet legal requirements.

5.39.4.3 Their health & safety and emergency policies.

5.39.4.4 Their risk assessments and control measures.

5.39.4.5 Their use of vehicles.

5.39.4.6 Staff competence.

5.39.4.7 Safeguarding.

5.39.4.8 Accommodation.

5.39.4.9 Any sub-contracting arrangements they have.

5.39.4.10 That they have a license where needed.

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5.39.4.11 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.

5.39.4.12 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 exper ience, qualifications, accreditations, risk assessments, safety records etc.

5.39.4.13 When planning an adventure activity, you must be aware that there are further regulations surrounding certain activities.

5.39.4.14 (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 adve nture activities that take place in England, Scotland, and Wales. The type of accreditat ions that activity centres and staff need to hold are AALA (adventure activity licensing authority), council for outside the classroom, LOTC quality badge.

5.39.4.15 The Group Leader will make a site visit to the Centre and carry out their own Risk Assessment that is approved by the Campus Support Team.

5.39.4.16 Where a trip is likely to include water activities, it is recommended to plan boys' and girls' events separately.

5.39.5 The Educational Visit is notified to the Regional Support Office (RDO) on the EV Sma rtsheet- https://app.smartsheet.com/b/form?EQBCT=e9db22caf98049baae1044c4e042e2e8 a nd RDO approval will be sought when considering the following activities:

5.39.5.1 Visits to Parliament

5.39.5.2 Trips to London e.g., Imperial War Museum

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

5.39.5.4 The following are not permitted:

- Aircraft or flying
- Art galleries
- Boxing
- Break dancing
- Canyoning

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

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- White water rafting, canoeing/kayaking/rafting

5.39.6 The full Terms and Conditions including any Waivers of the Centre are understood (fo r
example if an incident occurs where no negligence on the part of the Centre is apparen t)

5.39.7 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 hand s.

5.39.8 Refer to:

5.39.8.1 SUPPORTING DOCUMENTS: EDUCATIONAL VISITS – Parental Consent Fo rm

5.39.8.2 SUPPORTING DOCUMENTS: EDUCATIONAL VISITS – Management Approv al Form

5.39.8.3 SUPPORTING DOCUMENTS: EDUCATIONAL VISITS – Letter to Parents

5.39.8.4 SUPPORTING DOCUMENTS: EDUCATIONAL VISITS – DFEE Guidance

5.39.8.5 SUPPORTING DOCUMENTS: EDUCATIONAL VISITS – Plan

5.39.8.6 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.

5.40.2 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.

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

5.40.3.1 All events receive the approval of the Campus Support Team.

5.40.3.2 An Event Manager is appointed to be responsible for each event.

5.40.3.3 An event plan is produced.

5.40.3.4 Relevant risk assessments are completed.

5.40.3.5 Members of the team running the event are properly briefed to include information arising from the risk assessments.

5.40.3.6 Adequate insurance is in place.

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5.40.3.7 An appropriate level of first aid provision.

5.40.3.8 Emergency procedures are in place.

5.41 Insurance

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

5.41.2 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.

5.41.3 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.

5.42 Event manager

5.42.1 The Event Manager will need to have a full list of all the activities taking place and kn ow 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.

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

5.42.3 Before the event is formally announced, the Campus Support Team 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.

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

5.42.5 Refer to:

5.42.5.1 RISK ASSESSMENTS: Event Template

5.42.5.2 RISK ASSESSMENTS: Seminar Event

5.43 Performance Licenses

5.43.1 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.

5.43.2 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.

5.43.3 Most local authorities follow these guidelines:

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5.43.4 A license is usually not required:

5.43.4.1 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.

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

5.43.5 A license is, however, required:

5.43.5.1 If the child receives payment for the performance.

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

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

5.43.6.1 Performances shall not exceed 3.5 hours in duration and each child shall not p erform 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.

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

5.43.6.3 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.

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

5.43.6.5 No child shall share a dressing room with a child of the opposite gender or wit h adults.

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

5.43.6.7 No payment other than bona fide expenses should be made to any child in res pect of any performance.

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

5.43.7 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/LDGRedirect/index.jsp?LGSL=48&LGIL=8

6. GUIDELINES

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

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

6.3 BS 4163:2014 Health and Safety for Design and Technology in Campuses and Similar Establishments

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

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

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

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

6.8 Health and safety: responsibilities and duties for schools 26.09.18

7. ASSOCIATED DOCUMENTS

7.1 Safeguarding Policy

7.2 Fire Safety (Prevention) Policy

7.3 First Aid Policy

7.4 Administration of Medicine Policy

7.5 Risk Assessment Policy

7.6 Health & Safety Handbook 2020-21

7.7 Security & Visitors Policy

7.8 Design and Technology Health and Safety Arrangements

7.9 Science Health and Safety Arrangements

7.10 Contractor Management Procedure

7.11 Work Experience and Work Placement Procedure

7.12 Supporting Pupils with Medical or Healthcare Needs Arrangements

7.13 Food Safety Policy and Food-Safety Management Procedures

7.14 Incident Reporting and Investigation Procedure

7.15 Educational Visits Procedure and Jurisdiction-Specific Guidance

7.16 Emergency, Lockdown and Invacuation Procedure

7.17 OSG UK Allergy Safety Policy

7.18 UK Legal and Regulatory Register

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8. APPENDICES

8.1 Appendix 1 Organisation Chart

8.2 Appendix 2 Health and Safety Arrangements for Design and Technology Curriculum

8.3 Appendix 3 Health and Safety Arrangements for Textiles Curriculum

8.4 Appendix 4 Health and Safety Arrangements for Food Safety Curriculum

8.5 Appendix 5 Health and Safety Arrangements for Physical Education Curriculum

8.6 Appendix 6 Health and Safety Arrangements for Science Curriculum

8.7 Appendix 7 H&S appointed person / H&S CST Meeting Agenda

8.8 Appendix 8 H&S CST Report to the Trust

8.9 Appendix 9 Management of Medicines for School Staff

9. VERSION CONTROL

Document Code	Date	Version No.	Nature of change
POL_UK_OP_Health_and_Safety_Policy	06/2019	7.1	Added sections on Occupational Health & Work related stress and Site Security
POL_UK_OP_Health_and_Safety_Policy	10/2019	7.2	Further guidance surrounding risk assessment of higher risk educational visit venues
POL_UK_OP_Health_and_Safety_Policy	01/2020	7.3	Updated DfE guidance around H&S responsibilities in schools
POL_UK_OP_Health_and_Safety_Policy	07/2020	8.0	Annual review, minor updates on roles, legionella guidance and responding to pandemics
POL_UK_OP_Health_and_Safety_Policy	06/2021	9.0	• Annual review, minor update on terminology • Included National Facilities Manager Role and Responsibilities • Creation of a hyper-linked contents grid.

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			• Under ASBESTOS – reference made to Asbestos Removal Co ntractors Association (ARCA). • D&T BSI – update on the date of Standard: BS4163:2014. • Update of the Appendix 1 – Or ganisation Chart.
POL_UK_OP_Health_and_Safety_Policy	08/2022	10.0	• Annual review, minor update on terminology • Updated National Facilities Manager Role and Responsibilities in line with the Competent Person role. • Removal of references to Sout hall's • Amendment of Safety Cloud with Online Safety Portal (Don esafe) • Update of the Appendix 1 – Or ganisation Chart.
POL_UK_OP_Health_and_Safety_Policy	01/2023	10.1	• Alignment with global excursion policy including upd ated list of exclusions. • Educational visits not to be planned on zoom free days. • Overnight trips must be signed off by REC. • RDO request for approval form must be completed at least 3 weeks before proposed trip

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POL_UK_OP_Health_and_Safety_Policy	07/2023	11.0	• Annual review, minor update on terminology • 2.3.2 – amendment of Fire logbook and accident book with Fire records and Incident/Accident r eports logged in the Online Safety Po rtal (Donesafe) • 2.13.3 – reference to correctiv e actions on findings from audits. • 2.13.4- amendment, and refere nce of H&S consultants action s and support to RDO on RIDDOR R eporting. • 4.5.2. – amended process for c ommunicate safety bulletins and further actions. • 4.6.3. – added point requestin g for training records and certificates to be added to Online Safety P ortal (Donesafe) • 4.7.1. - Amended/added H&S i nduction provided by RDO and will include Online Safety Porta l (Donesafe) training. • References made to the Health & Safety Standards for School Campus.

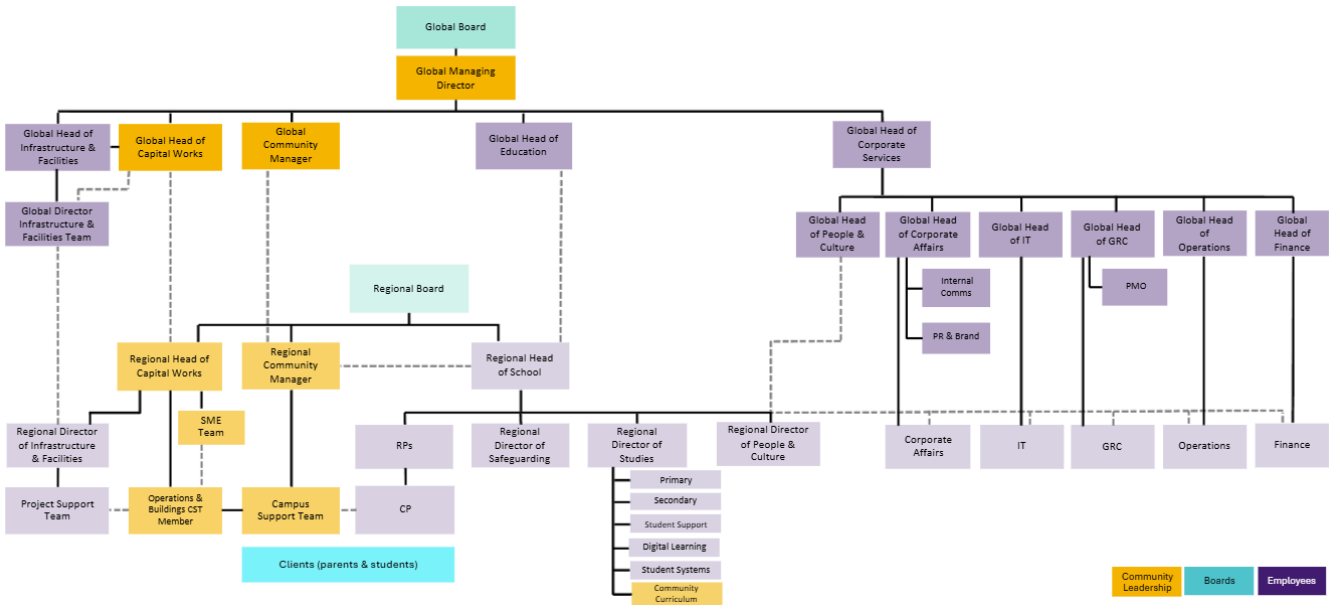
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			• 4.14.3. / 4.16.2. – Amended to reflect the Incident review a nd investigation process. • 4.15.3. – amended to reflect th e Incident reporting via public lin k and first aiders signage. • 4.19. – Reference to the Onlin e Safety Portal (Donesafe) Inci dent Investigation and Correcti ve Actions process. • 4.20. – Amended to reflect the Incident reporting and review process. • 4.27. – added the H&S Consul tants details and contact infor mation. • 4.29. – Linked Be safe! an intr oductory guide to health and s afety guidance with booklet from Learning and Skill s Council. • 4.43. – Amended Child (Perfor mances) Amended Regs. 2000 with latest Child (Performances and Activities) Regs. 2014.
POL_UK_OP_Health_and_Safety_Policy	09/2024	12.0	Reviewing process and updates to terminology, such as: • Amended Policy author – removal of ‘Ted Picton’ added ‘Rui Martins’

			• Point 2.14 Re: H&S Consultants: o Added reference to provision of H&S/Fire safety Advice. o ISO45001 Auditing o Fire Risk Assessments and Review process. • Point 2.21- Included Allergens legal requirements and reference made to the Allergens Policy. • Point 4.24 – Added Management of Medicines for school Staff – Appendix 9. Reference is also made to the external Appendix which contains the Risk Assessment template. • Point 4.29 – Emergency Procedures - Amended the contact details, as follows: o Removed: ‘Ted Picton’ o Added: ‘Rui Martins’ o Removed: ‘Adrian Diffey’ o Added: ‘Greg Patterson’ o Removed: ‘Stuart Harlow’ - Crysp o Added: ‘Sian Purver’ – Crysp • Point 4.3.6 – Reference made to CLEAPSS Risk Assessment

			s for D&T; location of downloaded M RATs on Donesafe and links fo r access. • Point 4.3.9 – Reference made to CLEAPSS Risk Assessment s for Food Tech; location of downloaded MRATs on Dones afe and links for access. • Amendment of Organisation C hart. • Due to issues with the access of Policy appendices by campus staff inc. CPs and RPs for ISI i nspection, I have now added all appendices to the end of the Policy.
POL_UK_OP_Health_and_Safety_Policy	05/2025	12.1	Inserted Policy Disclaimer – OneScho ol Global Campuses in Wales
POL_UK_OP_Health_and_Safety_Policy	08/2026	13.0	• Full UK wide legal and regulatory review. • Added jurisdiction specific arrangements and corrected outdated or England only references. • Where necessary made chang es to contacts or job title changes.

Appendix 1: Organisation chart



Appendix 2: Health and Safety Arrangements for Design and Technology Curriculum

This policy sets out the school's arrangements for ensuring that practical work within the design and technology department is carried out safely and that safety control measures applied are pragmatic and proportionate so as not to inhibit good teaching.

The task of overseeing health and safety within the D&T department is that of the Campus Principal however the Design and Technology Teacher would take initial responsibility.

Information

All staff are issued with a copy of this policy which they should keep in their personal health and safety portfolio. It is also available in the Online Safety Portal (Donesafe). Any new instructions, restrictions or rescinded (lifted) restrictions made by the school are communicated to all staff in writing.

Monitoring and checking

The school requires the D&T department to monitor the implementation of this policy. Records of monitoring are kept by the Health & Safety Officer. These will be checked by the H&S Trustee as part of their monthly audit.

The Health & Safety Officer will also complete a termly audit that covers all the equipment checks and inspections that are required to be completed. This is completed in the Online Safety Portal (Donesafe) and allows any actions raised to be recorded and the action tracked.

Checklists on equipment and machines are customised from those suggested in CLEAPSS Guide L254 Health and Safety Maintenance of D&T Workshop Equipment Records of the checks are kept by the Health & Safety Officer and recorded in the Online Safety Portal (Donesafe).

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Training

The person with the task of seeing that training is provided is the Campus Principal in conjunction with the Health and Safety Trustee.

Generally, the school follows guidance in BS 4163:2021 Health and safety for design and technology in schools and similar establishments – Code of practice (page 10 section 4.6) in respect of the training needs of staff. Staff may not use any item of equipment or machine if they have not received formal training to do so. Nothing less than documented evidence of training, such as a certificate of attendance at a training course will be accepted as evidence of training. Staff should update their competences every five years.

All D&T teachers should, as a minimum requirement, have completed a Design and Technology Association (DATA) training course that covers the equipment that they will be using and teaching to students.

Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times when they are engaged in practical work. This also applies to people following a Graduate or Registered Teacher programme. Such trainees may use machines and may show students how to use machines as part of the lessons that they are teaching provided that appropriate supervision is maintained. This supervision may be progressively reduced, depending on the competence of the individual trainee teacher. In such instances a specific risk assessment of the situation should be carried out, and the degree of supervision needed discussed with the Campus Principal.

Records of the training received by members of the design and technology staff are kept in the Online Safety Portal (Donesafe).

Teachers/ ancillary staff in the school will need to hold a recognised certificate of competency or demonstrate their competency to the Health & Safety Officer before they are permitted to operate and use the following items of equipment.

- Welding equipment
- Centre lathe
- Offhand machine
- Milling machine
- Bench shears
- Brazing torch
- Mortise machine
- Wood turning lathe
- Linisher
- Portable electric jigsaw
- Pillar drill
- Vibro saw
- Power hacksaw
- Hot metal casting equipment

The following equipment must only be used by persons holding a recognised certificate of competency and must not be used by students.

- Circular saw

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- Planer/Thicknesser

Certain students (under direct supervision and after suitable training to prove they are competent may use):

- Gas welding equipment
- Electric arc welding equipment
- Centre lathe
- Milling machine
- Bench shears
- Woodturning lathe
- Angle grinder
- Mortise machine
- Gas forge
- Pipe bender
- Food mixers and processors
- Vibro saw
- Router
- Band saw

All students after formal demonstration and after they have shown competent use under initial supervision, may use all other general workshop tools and equipment.

Records of the training give to students must be recorded along with any refreshers undertaken. Student training records should be refreshed on at least an annual basis and these should be accessible and available to other teachers to refer to prior to lessons being undertaken. The records should be held for the duration of the time the student is at school.

Staff are encouraged to investigate the safety literature for advice.

Risk Assessments

The school follows the recommendation of the Health and Safety Executive to adopt published ‘model’ or ‘general’ risk assessments, which the D&T department adapts to the school curriculum and facilities. The writing and review of risk assessments has been completed by the Campus staff and these documents are reviewed regularly and evidenced as part of the audit process undertaken by the Appointed H&S Consultants.

Where amendments are required, it is recommended that the campus checks with RSO and/or the appointed H&S Consultants, who can provide adequate advice and the following publications and general risk assessments are referred to:

- CLEAPSS publications generally
- CLEAPSS, Model Risk Assessment for Design and Technology in Schools and Colleges
- CLEAPSS, L235: Managing Risk Assessment in Design and Technology
- BSI BS 4163:2021 Health and safety for design and technology in schools and similar establishments – Code of Practice.

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are to be checked against the model risk assessments and significant findings

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incorporated into texts in daily use, i.e., the scheme of work, set of lesson plans, syllabus, technician notes. The risk assessments must be updated to reflect any changes.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a risk assessment should be written with help and guidance from the Appointed H&S Consultants. In order to assess the risks adequately, the following information is collected.

- Details of the proposed activity
- The age and ability of the persons likely to do it
- Details of the room to be used, i.e., size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions
- Class size
- Any other relevant details, e.g., high voltages, heavy masses, etc.

Since the set of lesson plans have been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models and where appropriate agreed with the Campus Principal.

Where an activity must be restricted to those with special training, that restriction is included in a note on the text. Every activity is to be assessed for risk including working with simple hand tools as well as potentially hazardous processes such as casting and wood machining. An attempt is made to balance the desire to eliminate risk with the need to reduce risk in order to maintain practical work, e.g. Certain activities may be demonstrated in order to reduce the level of risk to students.

Before a lesson starts staff should:

a) Ensure a risk assessment for each activity and equipment to be used during the lesson has been carried out.

b) Ensure that the controls measures including guarding required are in place and there is no significant risk to safety.

c) Ensure all staff and students are wearing appropriate protective clothing which demonstrates good health and safety practice in the workshops, textiles, and Food Technology areas. Staff conduct should reinforce the guidelines which students must follow whilst working in the department.

d) Know how and when to use particular facilities and equipment.

e) Ensure that if children are using equipment that there is record of their training and competence.

Emergencies

In case of emergency, staff should already:

- Be familiar with evacuation procedures in case of fire or other emergency.
- Know the location of, and how to use, fire-fighting equipment.
- Know the location and identity of the officer trained in first aid.

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- Know how to use the eye wash bottle.
- Know the location of, and how to control, the mains services, i.e., gas, electricity, and water.

Outside contractors

Contractors are not allowed to use any machinery without prior permission from the Health & Safety Officer and must be in possession of the appropriate recognised certificate of competency.

Local exhaust ventilation (LEV)

Although not mandatory, local exhaust ventilation (LEV) may be fitted where it is felt that for comfort and housekeeping reasons, it is deemed necessary. Where equipment has been fitted, the school will ensure regular testing of LEV equipment (dust extraction and fume extraction from heat treatment areas) every 14 months. The Health & Safety Officer has the responsibility of seeing that this happens. The records of the tests are available for staff reference and for inspection by an HSE Inspector in the Online Safety Portal (Donesafe).

Pressure Vessels

Autoclaves and pressure cookers need periodic inspection, normally annually, under the Pressure Systems Safety Regulations. Records of examinations are kept in the Online Safety Portal (Donesafe).

Equipment Safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations 1998). Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, is treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPSS through publications and directly or via the Appointed H&S Consultants.

Any user who discovers a hazardous defect in an item of equipment must report it to the Health & Safety Officer or other nominated person.

Use of guards

All staff in the department must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not be done.

Personal Protective Equipment

The school accepts the duty to provide eye protection, gloves, overalls, and aprons for employees where the risk assessment requires them and safety spectacles for students. The condition of the eye protection is checked at the start of each term.

Eye protection must be worn by all staff and students when using any machine or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows it is required.

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The employer expects eye protection to be available for students / students and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. The condition of the eye protection is checked at the start of each term.

Waste disposal

Waste chemicals and equipment are disposed of in an environmentally responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS Hazcards (2007 edition or later).

Security

Access to D&T teaching and preparation rooms will be controlled to prevent unauthorised access. All teaching rooms including store rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. All teaching rooms which are left open are cleared of all hazards, including shutting-off all services when supervision by a suitably trained teacher or teaching assistant comes to an end. No class is allowed to be in a D&T room without adequate supervision.

All D&T areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

Maintenance of equipment

When maintenance of equipment is carried out, all staff follow the guidelines contained in the CLEAPSS document L254 Health and Safety Maintenance of D&T Workshop Equipment. In particular machines must be isolated from the power supply and the fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes (‘minor spills’) are dealt with by teachers or technical staff using a ‘spill kit’ prepared for this purpose.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be ‘major spills’ if spilt in small rooms.) Staff are trained in the appropriate procedures which may involve calling the Fire and Rescue Service. This training is supported by regular drills arranged by the Health & Safety Officer.

Organisation of routines during and between lessons

Teachers should make frequent references to the rules and procedures applicable to a particular area or activity. A list of the Department's general rules and procedures, together with a list of those specific to the area, must be prominently displayed in each room/workshop.

Each student is given a copy of the following safety code in their introductory lessons when they first attend the School.

SAFETY CODE - THE DESIGN AND TECHNOLOGY DEPARTMENT

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The room/workshop is a much safer place to work if you follow this code:

Before the lesson starts you must:

1. **Never** go into a room/workshop without permission.
2. **Always** walk into the room/workshop and never run or push anyone.
3. **Always** remove/secure your coat, watch, jewellery, etc. as appropriate.
4. **Always** roll up your sleeves, and fasten loose clothing, etc.
5. **Always** tie back long hair or use an appropriate hat.
6. **Always** wear strong protective shoes.
7. **Always** put your bag under the bench or where your teacher tells you to put it.

During the lesson you must:

1. **Always** know exactly what you are doing. If not, ask your teacher.
2. **Always** obey your teacher's instructions.
3. **Always** work sensibly and quietly to minimise hazards and in order that instructions can be heard.
4. **Always** wear safety goggles, face shields or masks etc. when necessary or when told to do so.
5. **Always** wear an apron or other protective clothing when necessary or when told to do so.
6. **Always** put your stool under the bench or out of the way if you leave your seat for any reason.
7. **Always** stand when you are doing practical work and stack your stools carefully.
8. **Always** report an accident or breakage immediately. If you spill anything on yourself, immediately wash with water and call for your teacher's help.
9. **Never** put anything in your mouth. Do not eat, drink, or chew.
10. **Never** interfere with equipment.
11. **Never** put paint, varnish, or similar substances down the sink.
12. **Never** sit on benches unless instructed to do so for demonstration purposes.
13. **Never** remove a safety guard.

At the end of the lesson:

1. Always wash your hands at the end of the lesson.
2. Always sweep the benches (hoover if dusty) and wipe the tables down at the end of the lesson.
3. Always leave the room/workshop clean and tidy.

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a. Teachers insist that students are inducted into a real sense of safety awareness and good practice, e.g., students must use the correct names of equipment when talking to staff and peers.

b. Students are encouraged to develop a strong sense of ‘health and safety’ for themselves and others, and to become familiar with the general and area-specific rules and procedures. Students must heed the teacher's advice on how to avoid any potential risks when using particular tools, equipment, materials, or substances. They are required to behave sensibly at all times and should be reminded regularly of the dangers of running in this area of the school.

c. When appropriate, students are required to wear items of protective clothing such as aprons and gloves, and on occasion respirators and masks.

i. Leather gloves and oven gloves are available in the department for handling hot items, sheet metal, rough sawn timber, and heavy metal sections. Rubber gloves and gauntlets are available for handling chemicals. Students are encouraged to use them when necessary.

ii. Localised dust extraction should be employed wherever possible but in exceptional circumstances, students may need to wear dust masks or respirators for sanding and paint/lacquer spraying which cannot be carried on out of doors. Students with respiratory problems may even need to wear a mask when others in the immediate area are carrying out the above activities. Efforts should be made to isolate them from the activity wherever possible and a local decision should be made in conjunction with a trained first aider as to whether or not it would be better to exclude them from a particular activity on medical grounds.

d. Doors must be locked if staff leave the room/workshop. Students are not allowed to enter or work in a Design and Technology room/workshop unless actively supervised.

e. Students and staff are not to eat or drink in a room/workshop - this includes break and lunch times.

f. All students must wear safety goggles or face masks (which are provided) for the following activities and in any situation where they are observing others carrying out the following activities - ordinary spectacles do not provide sufficient protection:

- Lathe work – wood and metal

- Milling machine

- Mortise machine

- Power hacksaw

- Drilling machine

- Linisher

- Polishing machines

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- Vibro saws
- Acid bath
- Paint spraying
- Soldering
- Hammering
- Punchwork and chiselling
- Blowtorch
- Oxy-acetylene welding
- Handling wire or springs

N.B. A suitable head/hand shield must be used for electric arc welding.

However, despite providing general protection, students should be discouraged from wearing safety spectacles all the time particularly when a low or no risk activity such as drawing or marking out which calls for uninterrupted vision. Students who normally wear spectacles may choose to wear goggles over them for added protection.

a. Aprons must be worn when students use chemicals.

b. Gas and electricity must be switched off at the mains at the end of the day - the location of mains switches/taps is clearly indicated in each area.

c. Many chemicals and substances commonly used in the school can usually be disposed of by washing down the sink well diluted with large quantities of water. If in doubt consult the Health & Safety Officer.

d. At the end of a lesson staff are to ensure that all machines/equipment have been rendered safe and the cutting tools removed. If applicable, such items must be ‘guarded’ and be able to be ‘rendered safe’ when not in use by the use of key switches / padlocks / covers, etc. ‘Guards’ on machinery must never be removed except by those qualified to do so.

e. Staff should ensure that the students leave the area in an orderly manner

f. Particular care should be given to the distribution and collection of hand-tools and of small items of equipment, the number and condition of which should be checked at both the beginning and the end of an activity or a lesson.

g. Notices identifying large items of machinery or equipment, giving instructions on how to use them safely, and warning of any potential hazards, must be prominently displayed in positions adjacent to them.

Dealing with accidents and emergencies

Accidents/Incidents:

In the event of a student injuring themselves, dealing with that incident must take priority. All work in the workshop must STOP and students must be asked to sit quietly without working or using

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equipment further until the incident has been dealt with and the welfare of the injured party has been organised. After the event, students should be made aware of the circumstances leading up to the accident and an appropriate short discussion about the incident should serve as an example to others.

Small cuts, abrasions and minor burns can be dealt with using the first aid facilities available in the room or workshop. More serious matters which it is considered warrant the attention of a qualified ‘first aider’ should be referred to the school office. A runner should be sent from a room not served by a phone.

All accidents/incidents however minor should be reported following the accident reporting procedure by the end of the day on which they occur.

Students should be encouraged to report all injuries however minor and should be reassured that no punishment or sanctions will be taken against them. Students should also be reminded at regular intervals and especially during practical demonstrations about the course of action that they should take immediately following a personal injury.

For burns, cuts and acid splashes, COLD water should be applied copiously to the affected part. For burns and acid splashes the affected area should be irrigated for at least 10 minutes. For acid splashes to the eyes and face, students should be instructed to put their head over the sink and to quickly splash COLD water into their eyes and on to the face in order to dilute the acid.

Illness & Sickness During Lessons

Students must be encouraged to report that they are feeling unwell during a lesson if it is likely that their condition would cause them to lose concentration or become faint. They should have confidence in knowing that such matters are regarded seriously from a health and safety point of view (chances of falling on to moving parts or against sharp or solid objects) and that provided they have a genuine case it will not be deemed as 'lead swinging'. Opportunities must be afforded in such circumstances for the student to leave the room to visit the cloakroom, get some fresh air, have a drink of water, etc. and the advice of the school first aider should be sought if there is cause for concern or if it is thought that the incident is not genuine.

However, students must not leave the room/workshop area without first obtaining permission from the teacher.

Emergency Procedures (General)

In the event of damage to or faults with equipment, which is liable to render their further use dangerous, it is important that the equipment is physically isolated so far as it may be possible, and an **EQUIPMENT OUT OF USE** sign must be displayed on the equipment in order to eliminate any further risk to users until such time that the equipment has been inspected and/or repaired. Hand tools so affected must be removed from the workshop to a secure place so that they cannot be used.

Students must be made aware of all incidents where damage occurs to equipment so that they are not tempted to use said items, and they should always be encouraged to report any situation or use of equipment which appears to constitute a risk.

Emergency Procedures (Electrical)

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In the event of accidents or faults with electrical equipment - it is important that the equipment be disconnected from the power supply, if possible, otherwise the isolating switch should be switched off and an **EQUIPMENT OUT OF USE** sign placed over the isolator and in a prominent position on the machine also to ensure that no further use takes place. Portable electrical equipment should be removed from the general workshop area and locked away until such time that the equipment has been inspected and/or repaired.

Emergency Procedures (Gas)

In the event of accidents or faults with equipment which use or are connected to a gas supply, it is important that the equipment be isolated at the nearest gas cock or valve and an **EQUIPMENT OUT OF USE** sign placed over the gas cock or valve as well as in a prominent position on the equipment.

Gas Leaks (Piped Supply)

If a gas leak is suspected then the gas supply should be isolated at the room's main valve, and the Health & Safety Officer should be notified immediately so that the appropriate authorities can be contacted for testing and repairs. In the event of ANY gas leak and particularly if it is not possible to isolate a leak because of physical damage caused to the supply then the following procedure should take place:

- All naked flames should be extinguished immediately.
- All personnel in the room should be informed about the problem and should be reminded about the risks of explosion caused by sparks from power tools, electrical switches, static electricity from computer screens, etc.
- All work must STOP and students should be removed from the room to a place of safety;
- After closing all doors to corridors and other working areas, an attempt should be made to disperse the gas to the outside of the building by opening windows and external doors. Fans and ventilators should not be used unless they are of the self-propelled variety.
- A message must be sent to the school office giving full information about the incident.

Gas Leaks (Bottled Gas)

If a gas leak is suspected which involves a bottled gas cylinder (Acetylene, Propane, Oxygen) then the gas valve on the cylinder should be isolated in the first instance. If for any reason it is not possible to isolate a leak because of physical damage caused to the cylinder valve then the following procedure should take place:

ALL NAKED FLAMES AND SOURCES OF IGNITION IN THE ROOM SHOULD BE EXTINGUISHED **AS SOON AS POSSIBLE**.

Leak NOT IGNITED - Cylinder not hot.

- All personnel in the room should be informed about the problem and should be reminded about the risks of explosion caused by sparks from power tools, electrical switches, static electricity from computer screens, etc.
- All work must STOP immediately and all personnel should be removed from the room to a place of safety;
- The gas cylinder should be removed from the room to a place of safety where the gas can evacuate to the atmosphere. In the case of the Oxy-Acetylene welding equipment the

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welding trolley should be wheeled out into a more secure area, e.g. the nearest available safe open space;
- Warning notices should be posted and access to the immediate area should be prevented;
- BOC should be notified;
- A message must be sent to the Health & Safety Officer and the school office giving full information about the incident.

Leak IGNITED - Cylinder overheated or on fire.

- All work must STOP immediately, and all personnel should be removed from the room to a place of safety;
- Raise FIRE ALARM;
- Close cylinder valve if possible and safe to do so;
- Call FIRE BRIGADE to inform about circumstances;
- A message must be sent to the Health & Safety Officer and the school office giving full information about the incident;
- DO NOT ATTEMPT TO MOVE CYLINDER. If possible apply copious quantities of cold water from a hose to the affected cylinder from a safe position until the fire brigade arrives;
- BOC should be notified;
- Follow any instructions given by BOC (also refer to BOC safety / cylinder handling guidelines).

Clearing Up After a Working Session

Clearing up after a working session should be an accepted part of a practical lesson and time always needs to be allowed for this to take place safely and effectively. The type of work, number of students present, the variety of equipment used, and the proximity of storage facilities will dictate the time that is needed; but clearing up should never be left until the very last minute. It is recommended that at least five minutes should be allowed at the end of each lesson for clearing away. It is essential that lessons end on time and do not over run. This is particularly important for lessons on the first floor where congestion on the stairs could cause a serious accident. The major safety consideration is that tools and equipment are stored in their proper designated locations so that the next lesson is not compromised, and tools will not be found by subsequent classes in an unsafe condition or in locations which might cause injury. All powered equipment must be isolated and made safe as well as adequate notice being given about items which need to cool down over a period of time. Particular care needs to be taken at the end of a working session with the storage of:

Tools which can cause injuries through incorrect storage and handling

- Sharp edged tools such as kitchen knives, Stanley and craft knives, scalpels, wood chisels, scissors, metal cutting snips, scribers, scribing blocks and surface gauges, engineers dividers, odd leg calliper, centre punches, wood and metal cutting hand saws, lathe tools, planes, saw tooth cutters and wood drills, marking gauges, marking knives, screwdrivers.

Tools which get hot with use

- Pick up and forge tongs, soldering irons, saucepans, crucibles, ladles, casting flasks, ingot moulds, glue guns.

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Equipment which gets hot with use

- Ovens of all types, forges, welding equipment, casting equipment, brazing and other gas torches, brazing hearth areas, vacuum forming machines, plastic sheet benders, hot wire cutters, glue pots, domestic irons, kettles, food steamers.

At the end of every working session, unused raw materials should be returned to bins/racks, etc. There should also be some organised system for storing short ends and off-cuts. Machines, work surfaces, benches and sink areas should be cleared of tools and work pieces and then brushed/wiped clean ready for the next lesson.

All protective clothing should be returned to its storage location and checked for damage that could affect usage in subsequent lessons.

All waste materials should be disposed of safely and where hazardous waste is concerned, reference should be made to the relevant COSHH regulations. Oil or other chemical spills should be cleared immediately, particularly where there is risk of contamination to clothing or a work area. Oil and water spills on floors are particularly hazardous and may require the attention of cleaning staff - in the short term, sawdust and shavings can be used to ‘mop up’ but should then be cleared by sweeping.

Large volumes of shavings, sawdust and plastic cuttings are likely to constitute a fire hazard and so clearance and disposal should take place on a regular basis, rather than at the end of the day. Excessive dust from machining operations and ‘walked in’ dirt contributes to respiratory problems and should be removed by vacuuming on a regular basis, rather than by sweeping. Filters on warm air heating systems should be checked and cleaned regularly in particularly dusty environments.

Metal cuttings, shavings, swarf, and shards from the bench shears present a particular hazard to fingers and feet. All such waste should be removed to a safe place as it accumulates and certainly before there is so much that students and other personnel start to walk on it. Swarf and sharp metal off-cuts should only be handled with gloves, scrapers, and push sticks and under no circumstances should swarf be ‘gathered’ from a lathe, drilling machine, shaper or milling machine whilst the machine is operational.

Students should always be warned about the dangers of ‘blowing’ sawdust or filings away from a work surface or brushing away cuttings with their hands. Bench brushes should always be on hand for cleaning purposes as well as rags for wiping up a spillage.

At the end of the day and particularly at weekends, all tool and storage cupboards should be locked, key switches and main electrical supplies isolated, gas valves closed, all machine tools and bench shears padlocked, and all electrical equipment turned off. It should never be assumed that the caretaker or cleaning staff will notice that the workshops or Food Technology room are in an unsafe condition - it is the responsibility of the teacher in charge of the room to make sure that all systems are safe, all hot items are cool and that everything is closed down safely before they leave the building.

During long school holidays, it is good practice to remove all torches, burners, and regulators from gas cylinders and to fit screw plugs as an added precaution to prevent any leakage of gas.

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Refer:

- SUPPORTING DOCUMENTS: D&T - Safety Code
- SUPPORTING DOCUMENTS: D&T – Machinery Pre-use Checks
- SUPPORTING DOCUMENTS: D&T – Student Certificate
- SUPPORTING DOCUMENTS: D&T – British Standard Code of Practice

Appendix 3: Health and Safety Arrangements for Textiles Curriculum

This policy sets out the schools arrangements for ensuring that practical work within the textiles department is carried out safely and that safety control measures applied are pragmatic and proportionate so as not to inhibit good teaching.

The task of overseeing health and safety within the textiles department is that of the Head Teacher however the textiles teacher would take initial responsibility. A risk assessment should be completed to ensure that practical activities have suitable control measures in place.

Information

All staff are issued with a copy of this policy which they should keep in their personal health and safety portfolio. It is also available on the WHS Online Portal. Any new instructions, restrictions or rescinded (lifted) restrictions made by the school are communicated to all staff in writing.

Supervision and Training

Students are closely supervised until they are deemed competent in the use of any equipment and training records are kept for high-risk equipment such as Batik work or using Kilns.

Monitoring and checking

The equipment used in textiles should be inspected on a periodic basis and defective equipment taken out of use.

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Appendix 4: Health and Safety Arrangements for Food Safety Curriculum

Schools that prepare, handle, and serve food must comply with hygiene rules to make sure the food is safe to eat, this applies to food prepared during lessons, breakfast clubs, lunchtimes, and events.

Registration of Food Premises

Any school providing school meals or food from a tuck shop is classified as a food establishment and is required to register, as are premises where food is regularly prepared 'off-site', or premises used for regular preparation of food for fund raising. Environmental Health Officers from the local authority may wish to visit the registered premises. The school must register at least 28 days before any food handling starts.

If the school is already registered and there have been no changes since registration or since the last inspection visit by the Local Authority, then you need take no further action to comply with this requirement. You will however need to continue to keep records of your food safety records such as cooking and storage temperatures, supplier records and cleaning records.

Schools that only teach food subjects and do not provide food for breakfast, lunch or events do not need to register. Schools that hold occasional (maximum one per term) fund raising events do not need to register.

For more information on registering your school and to find the contact details of your local authority go to: http://www.food.gov.uk/enforcement/enforceessential/startingup/

Food Prepared Elsewhere

Where food is prepared or cooked at home and transported to school on a regular basis a safe food system is required. The domestic premises as well as the school will also require registration and maybe inspected by the Environmental Health Officer.

Where food is prepared at home or bought in, frozen for storage and sale in school on a regular basis for fund raising a safe food system is required. The domestic premises as well as the school will require registration and maybe inspected by the Environmental Health Officer.

When food is prepared at home on an occasional basis and sold in school for fund raising neither the school nor the home will require to be registered but safe food practice must be observed.

Where food is provided by an external caterer, prior checks should be made on their hygiene standards and practices and that their food safety documentation is in place. A simple check would be to look up their food rating on the Food Standards Agency website.

Food Safety Management Procedures

Schools must put in place 'food safety management procedures' based on the principles of HACCP (hazard analysis critical control point). You must also:

- Keep these in place permanently
- Keep up-to-date documents and records relating to your procedures

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- Review your procedures if you change what you produce or how you work

In practice, this means that you must have procedures in place to manage food safety 'hazards' in the school. The procedures must be written down, updated as needed and your local authority can check records kept. The regulations are designed to be flexible, so these procedures can be in proportion to the size of the school and the type and method of food preparation. This means that small schools will be able to have very simple procedures and simple records.

The Food Standards Agency has developed free guidance packs. These are 'Safer food, better business' in England, 'Safe catering – your guide to HACCP' in Northern Ireland and 'Cooksafe' in Scotland. These can be obtained from:

England: http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbcaterers/

Northern Ireland: http://www.food.gov.uk/northernireland/safetyhygieneni/safecateringni/

Scotland: http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/cookretailscotland/cooksafe/

Schools may also use the Focus Food Safety Hazard Analysis to create a written record of the steps in each activity and the checks made. This documentation is required for each activity when the kitchen is used for the preparation of food for school dinners/events/ fundraising etc. but not for the preparation of food by students in lessons for their own consumption at home.

Food Hygiene Training

The law requires that food handlers (cooks, parents, members of the community who prepare food for school, for free or to pay for; but– not food teachers) are supervised and instructed in food hygiene 'to a level commensurate with their responsibility'.

In schools providing meals for students the person responsible for that food in the school must be trained in safety management schemes and the principles that apply, i.e., Level 3 food hygiene training. Teachers and any persons who support teaching programmes must be competent in all aspects that they are required to teach to ensure that students are provided with appropriate experience to enable them to work correctly and safely, Level 2.

There is no legal requirement to attend a formal course or get a qualification, but it is the responsibility of the school to ensure training is adequate and it is necessary to prove that food handlers have been instructed and/or trained and that the instruction/training is appropriate.

Refer to the document 'Focus Schools Guide to Food Hygiene Training' to determine the training requirements of your staff and volunteers.

Records should be completed showing all external and 'in-house' training.

Food hygiene training can be obtained by attending certificated courses which should be regularly reviewed, updated and refreshed every three years. The most common bodies to award certificates in England are the CIEH, RSPH and RIPH, the relevant course is the Foundation Course in Food Hygiene, now called the Level 2 Award in Food Safety in Catering.

Teachers leading classes in food subjects or support staff are not legally required to complete food safety training, but it is good practice and important for the school to demonstrate due diligence.

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Note: DATA (Design and Technology Association) run a one-day course entitled ‘Teaching Food Safely’

It is therefore strongly recommended that those responsible practically for:

- School meals
- Tuck-shops
- Catering at events e.g. barbecues
- Fund raising activities involving serving food
- Teaching cookery

should attend a formal food hygiene training course. Further training of other food handlers involved is still required but this can be ‘in-house’. Records should be completed showing all ‘in-house’ training.

Food Law

The person responsible for handling food in school, who normally will be the person who controls the preparation of school meals, where appropriate, should be aware of current legislation including the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2006. (Similar regulations apply in Scotland, Northern Ireland and Wales).

The Food Hygiene (England) Regulations 2006 require certain foods to be held at temperatures that will keep them safe to eat. It is an offence to allow food to be kept at temperatures that would cause a risk to health.

The Food Safety Act 1990 and the Food Hygiene (England) Regulations 2006 apply when the kitchen is used for the preparation of food for school dinners, events, fundraising or as refreshments at meetings. They do not apply when food is prepared by students in lessons for their own consumption at home. However, the basic principles of good hygiene practice and identifying and controlling food safety risks should be followed whenever food is handled as part of the general duty of care which staff have to students.

Key Considerations for Teaching Food

Food preparation rooms and classrooms should be of sufficient size to allow people to work and circulate around the room with ease.

Class size can be determined by considering factors such as the size of the room, the equipment available, the age and ability of the students and the experience of the staff. Teachers must work within safe operating limits so that there is a safe teaching and learning environment and that they are able to provide adequate supervision for hazardous activities.

Staff should be provided with safe equipment and systems which must be regularly checked, inspected, and maintained in an efficient state to recognised standards, with records kept. In addition to PAT testing this might include servicing of gas equipment, fridge and freezer temperature checking, equipment guard checks, where appropriate.

There must be a clear hazard/defect reporting procedure for the department and clear areas of responsibility for Health and Safety issues. See ‘Maintenance Log’ form.

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Staff should have, where appropriate, attended Health and Safety Training courses as well as being aware of accident prevention. Teachers should be trained to the standards specified in Health and Safety Training Standards in Design and Technology published by DATA.

Teachers must be able to teach students about general health and safety requirements relating to the working environment and instil in them the need to work safely at all times.

The students should be made aware of the hazards involved when working using processes, equipment, and materials in various situations. They should be taught to assess the risks and identify the control measures taken, to help ensure the health and safety of themselves and others. Refer to CLEAPSS website and BS4163:2014.

Lessons must be planned ahead to avoid risk. Work must be planned to involve the use of a wide range of food, food components and equipment to complete focused practical tasks. Student ability, knowledge, maturity, experience, and special needs must be taken account of to provide challenging tasks and potential for achievement.

Teachers should be aware that because of their inexperience, students working with food require a high level of supervision and should not be left unattended. Students with special needs may have poor coordination, slow reaction times and variable levels of concentration which require extra support and guidance. This will affect the teaching capacity/group size and may require additional support. Sometimes students can be paired with responsible peers to ensure safe working practices.

Teaching sessions must be long enough to complete processes without too high a percentage of time being taken up preparing for and tidying up afterwards. Short sessions can lead to frustration of both staff and students, as there is often insufficient time for full processes to be completed. Very long sessions without a break can give rise to problems with concentration.

Additional teaching support in lessons not only reduces risk but facilitates demonstration and allows for more practical work to be undertaken to the advantage of the students.

Planning and Design for teaching food

Food cannot be combined easily with other specialisms. If the only solution is to teach food and textiles for instance, in the same area, it is essential that the layout of the room and the way in

which the activities are managed consider the need for a safe and hygienic environment for food preparation.

Demonstration facilities are recommended in an area of the room where the teacher position provides a good view of the entrance to the room and of the space as a whole.

Demonstrations allow students to view a complete process and provide opportunity for

teaching and reinforcing of Health and Safety issues. Adequate facilities are required near at hand e.g., sink, cooking facilities, refrigerator, work surfaces, power sockets, storage space for utensils and equipment and other demonstration requirements. A tilted mirror suspended over the demonstration area is recommended, allowing the students to remain seated to view the demonstration.

Food areas must be flexible enough to accommodate a variety of activities required for

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working with food and must be planned with safety in mind. Careful consideration must be given to the siting of equipment such as cookers and sinks, to allow adequate working space for more than one student e.g., sink drainers kept out of corners.

Younger students who require a greater degree of assistance are usually best supervised as a group working together in the central area.

For hygiene reasons, toilets should not lead directly into food areas.

Schools contemplating providing teaching facilities for food or intending to upgrade existing facilities should refer to the document: Food Technology Spaces for Secondary School.

Manual Handling

It is recommended that trolleys are used for carrying heavy equipment and foodstuff.

Sugar and flour are best purchased in small containers, despite the possible cost savings from purchasing bulk containers.

The use of work surfaces at an incorrect height is not good practice and should be avoided where possible. Consideration should be given to the provision of adjustable height work surfaces where practicable.

The use of high-level storage should be avoided. Where this is not possible there must be safe procedures for access to such storage and the provision of suitable and adequately maintained steps/footstools.

Personal Protective Equipment

Appropriate protective equipment, clothing, and storage of such, must be provided including suitably sized oven gloves and clean aprons.

Students should be made aware of the hazards of unsuitable footwear. Soft shoes and open toe sandals offer little protection from falling objects or spillages.

Long hair, jewellery, loose clothing such as ties and unbuttoned cuffs are potential hazards.

Sleeves should be rolled up, watches and ties removed, and long hair tied back.

Additional personal protective equipment such as gloves and eye protection are required when using hazardous cleaning agents.

Microwave & Combination Ovens

Manufacturer's instructions must be followed.

The oven must be kept clean, including ensuring that air vents are not blocked or obstructed, and that food debris does not build up around the door seal which could lead to leaks.

The oven must not be used if the door does not close properly or if the door interlock switch does not work properly. The oven must not be switched on when empty.

Burns and scalds can be avoided by using oven gloves, removing lids or microwave film away from the face and checking the temperature of food and drink.

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It is important to ensure food is thoroughly cooked throughout by stirring and turning the food during cooking.

Only food grade microwave film should be used in direct contact with food during cooking and defrosting.

Food should not be cooked in sealed containers; pierce the film covering containers (unless there are specific manufacturer's instructions to the contrary). Only use containers, films and ingredients which are known to be suitable for heating in a microwave oven.

Users should be made aware of the risk of certain foods superheating.

Deep Fat Frying

If deep fat frying is carried out it should normally only be by Year 10 and above. Small electrically powered thermostatically controlled deep fat dryers are preferable.

The following precautions should be remembered:

- Fryers should not be over-filled,
- Electric leads should be kept as short as possible,
- Fryers should be positioned safely,
- Fryers should not be left unattended,
- Water must not be allowed to come into contact with hot oil or fat (dry food before deep frying),
- The handle must be positioned safely, and fat must be cooled before straining or pouring into plastic containers.

All persons must be trained to deal correctly with a fat or oil fire and a fire blanket should be readily available.

Pressure Cookers

Pressure cookers are covered by the and require annual inspections, against a suitable written scheme of examination. A model scheme of examination has been prepared by CLEAPSS which should be carried out by a competent person. See CLEAPSS website.

Knives & Utensils

No student should be allowed to use a knife unless he or she has been properly trained in appropriate techniques.

The degree of supervision which is required when students are using knives depends on the age of the particular students and the tasks for which knives are being used.

Students should be made aware that sharp utensils can cause cuts, that falling utensils can present a hazard, and that slipping can occur when pressure is applied.

Knives must be kept sharp and, when they are not in use, they must be stored securely.

The knives inventory must be checked at the end of each lesson.

Where possible, the use of knives should be avoided, e.g., by the provision of vegetable peelers, scissors, etc. Mandolins are not recommended for use in schools.

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Sharp utensils should not be left projecting from work surfaces and instruction must be given in their correct use, handling, storage, and cleaning.

There is a model risk assessment on the CLEAPSS website on Food Preparation: Using Knives, which must be adapted for school use to reflect all reasonably foreseeable hazards.

First Aid

Teachers must be aware of students with particular medical problems, including allergies, so that they are able to take the necessary precautions during lessons.

At least one person holding a current first aid certificate, or who has been trained in emergency first aid, should always be available to attend and to provide first aid when cookery rooms are in use.

A first aid container equipped and maintained in accordance with Health and Safety (First Aid) Regulations should be readily available. See First Aid Guidance.

Food standard sterile waterproof dressings coloured blue for ease of detection in food should be provided.

Fire Safety

Fire escape routes and fire doors must be operational and clearly marked, should be easily opened and free from all obstructions.

Firefighting equipment, including fire extinguishers, fire blankets and fire detectors, should be readily available and maintained.

It is difficult to reduce the risk of fat-pan fires to zero, so specific instruction must be given to everyone on how to deal safely with such a fire when it occurs.

Spark devices are safer than matches for lighting gas hobs/ovens.

All displays should suitably be positioned away from heat sources.

To reduce the dangers of accidents, the number of students working at any one time around heating equipment must be controlled and close supervision given.

Health & Safety Notices & Signage

Appropriate notices and signs must be clearly displayed including warning signs next to hobs that have no visual indication that they are on/hot, next to freezers, for hazardous materials, for fire exits, escape routes, firefighting equipment, and emergency first aid.

Hand washing/personal hygiene posters are also recommended.

Signs are not a substitute for teaching students safe working practices. However, they do act as a reminder to those students who might forget what they have been taught.

Refer:

- SUPPORTING DOCUMENTS: FOOD – Allergens Guidance FSA
- SUPPORTING DOCUMENTS: FOOD - Food Allergens
- SUPPORTING DOCUMENTS: FOOD – Cleaning Schedule
- SUPPORTING DOCUMENTS: FOOD – Delivery Record

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- SUPPORTING DOCUMENTS: FOOD – Temperature Record
- SUPPORTING DOCUMENTS: FOOD - FSA Food Hygiene Guide
- SUPPORTING DOCUMENTS: FOOD - Hygiene Training Guidance
- SUPPORTING DOCUMENTS: FOOD - Hazard Analysis Chart
- SUPPORTING DOCUMENTS: FOOD – Hazard Analysis Guidance
- SUPPORTING DOCUMENTS: FOOD – Microwave Guidance
- SUPPORTING DOCUMENTS: DESIGN - Food Technology

Appendix 5: Health and Safety Arrangements for Physical Education Curriculum

The Campus is committed to safe practice in physical education and recognises that the Campus and the teaching staff and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

Young people should learn about the principles of safety as applied to themselves and to the care and well-being of others. This should be a planned and intentional aspect of the curriculum.

The Campus follows the standards set out in 'Safe Practice in Physical Education and Campus Sport' produced by the Association for Physical Education. A new edition of this document was issued in September 2016, all Campuses should have a copy of this document available for reference purposes.

http://www.afpe.org.uk/physical-education/safe-practice-in-physical-education-school-sport-physical-activity-2016/

Implementation

The Head of PE is responsible for ensuring this policy is brought to the attention of all staff in the Department, for ensuring that it is complied with.

The Head of PE is also responsible for completing an Association for Physical Education (afPE) PE risk assessment form for each PE event where significant health and safety hazards are reasonably foreseeable and for bringing risk assessments to the attention of relevant staff.

Staff competence and qualifications

Teachers with responsibility for the planning and delivery of PE programmes should have satisfactorily completed appropriate initial and/or in-service training which cover all those aspects of activity required to be taught, as recognised by the DfE.

Where there are specific National Governing Body Certificates available for certain sport or activities, teachers planning or supervising these activities should be certificated as appropriate. Higher risk activities such as gymnastics, swimming, rugby and throwing events should not be led by anyone who has not had specific training in that event and holds the required certification according to those sport's governing body. This extends to sports days and end of term events.

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Only in exceptional circumstances and with great care should teachers of other subjects who have no specialist training in physical education be time-tabled to teach in the PE department. Those teaching staff should not take full responsibility for any aspect of physical activity where there are elements of hazard and attendant risk. This will include swimming, gymnastics, athletics and throwing events.

Refer: afPE guidance, 9th Edition 2016, Chapter 2, Section 2, pages 68- 85

Supervision of students

Unqualified teachers will not be required to teach in areas where they lack the appropriate experience and expertise, particularly where there are safety implications. A qualified specialist teacher should closely supervise PE classes. It is not acceptable for non-teaching staff to supervise a practical class on their own.

Refer: afPE guidance, 9th Edition 2016, Chapter 2, Section 8, pages 148- 156

Adults other than Teachers (AOTT's)

When adults other than teachers are used to support the delivery of physical education and in the extended curriculum to:

- Support and work alongside teachers in the delivery of the curriculum
- Work alongside and support teachers in the development of Campus clubs and teams on the Campus site
- Deliver off-site activities

The Campus continues to have a duty of care that operates for any activity in which students are engaged. Teachers cannot transfer this duty and therefore AOTT's must work alongside teachers with supervision.

The Campus will ensure that stringent checks, including Disclosure and Barring Service (DBS) checks, are made before allowing any unsupervised access to children.

Class sizes in Physical Education

In determining the size of teaching groups in physical education, account will be taken of:

- Nature of the activity
- Age, experience and developmental stage of student/students
- Requirements of National Curriculum

Risk Assessment

The Campus has a risk assessment completed that should detail the type and location of sporting activities undertaken. All staff working in PE and Campus sport will be made aware of these findings and be involved in their review. Where new activities are introduced the risk assessment must be amended to include these with suitable and sufficient control measures implemented.

Refer: afPE guidance, 9th Edition 2016, Chapter 1, Section 6, pages 29- 62

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Coaching Contractors and Use of External Facilities

Where the Campus contracts out its PE coaching provision to an outside agency, leisure centre or individual coaching professional the Campus will require them to complete a health and safety qualifying questionnaire, provide risk assessments and qualification certificates to demonstrate

their competence and capability. A sports facility will not be used unless appropriate checks have been completed to demonstrate that they are completing suitable and sufficient inspections and checks on equipment and the risk assessment considers all the activities that are being undertaken. The risk assessment for the activities should be uploaded to the WHS Online Platform.

Manual handling and storage of equipment

Where possible manual handling tasks should be avoided, or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

Apparatus Handling by Students

It is an integral part of the subject to involve students in apparatus handling, particularly in gymnastics. However, this must be carried out in such a way as to reduce risk to students as far as is reasonably practicable. The Campus will plan to enable students to learn how to handle equipment safely according to their age and strength. Where large pieces of equipment are handled such as trampolines, training should be recorded and refreshed at least annually.

Refer: afPE guidance, 9th Edition 2016, Chapter 2, Section 12, Chapter 3 and 4 – various

Inspection of equipment

All indoor PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment will be inspected termly, and records kept up to date in the Online Safety Portal (Donesafe).

PE department staff should carry out pre-use visual checks of equipment to identify obvious defects this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

Games posts to be kept in good condition, lighter portable posts secured to prevent them falling over free-standing posts secured, and all posts checked regularly. Any defects should be recorded, and the equipment taken out of use until defects can be rectified. Termly checks should be recorded on the Online Safety Portal (Donesafe).

Hazards and equipment defects

It is the responsibility of everyone in the PE department to inform the teacher in charge of any hazards, e.g. defects to equipment, so that appropriate action can be taken.

If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of action until the defect to the equipment has been remedied and/or the Health & Safety Officer agrees it is safe to be used. A notice must be hung on the equipment indicating that it is faulty and must not be used.

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Emergency procedures

Campus Principals are responsible for preparing written emergency procedures for activities where there is a risk of serious and imminent danger to employees and/or students. Where employees are allocated specific tasks to perform in an emergency their role will be detailed, and they will be suitably trained.

Regional PE Days

Such risks could be significant in the case of an injury to student(s) during a lesson both on-site and off-site. Effective procedures are complicated by when and where the emergency happens. The Campus will consider what they will do during regional PE days and agree procedures that will ensure effective handling of the situation.

First Aid

The Campus will ensure that a suitable number of trained first aiders are available. See also the First Aid Policy.

A travelling first aid kit and clear, effective procedures for contacting the emergency services is considered to be the minimum requirement.

Procedures to address the needs of injured students and the remainder of the group away from Campus premises and the managing accidents will be included in PE risk assessments.

Refer: afPE guidance, 9th Edition 2016, Chapter 2, Section 15, pages 249- 285

Clothing and Footwear

This must be appropriate to the activity.

Suitable footwear must be worn on all occasions, this should be considered as part of the risk assessment.

Specific requirements are:

Games, athletics, cross-country running

Training shoes are acceptable in most circumstances. However, the soles must provide satisfactory grip, particularly in wet conditions. Where appropriate, studded footwear should be worn. Participation in ‘everyday shoes’, such as those with heels or open toes, must not be permitted under any circumstances. Footwear must always be secured by suitable fastenings. Long, loose laces and flapping tongues present a significant hazard.

In football related activities consideration will be given to students in boots / blades and those in trainers. This will form part of the on-going risk assessment undertaken by the teacher.

Indoor activities, (gymnastics, etc.)

Participation with bare feet will enhance the quality of work considerably, thereby making it much safer. If the condition of the floor

best alternative. During activities where excessive and repeated impact might be anticipated, suitable training shoes must be worn.

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Refer:

- SUPPORTING DOCUMENTS: PE – Coaches Approval Form
- SUPPORTING DOCUMENTS: PE – Gym Use guidance

Sports Day

Sports Days and practice events are outside normal Campus activities so need to be considered separately. A risk assessment must be completed detailing the type of events that are able to be undertaken and control measures that need to be implemented. Consideration should be given to the competency of the coaches or teachers overseeing events especially where throwing or jumping events are being undertaken. All staff should have a certificate or qualification for these and other higher risk activities. Guidance is available from the afPE guide, and a template risk assessment has been put together as a starting point for your assessment.

Refer:

- RISK ASSESSMENT TEMPLATES: PE – Sports Day.

Appendix 6: Health and Safety Arrangements for Science Curriculum

This policy sets out the schools arrangements for ensuring that practical work within the science department is carried out safely and that safety control measures applied are pragmatic and proportionate so as not to inhibit good teaching.

The task of overseeing health and safety within the science department is that of the Campus Principal but the Science Teacher would take initial responsibility.

Information

All staff are issued with a copy of this policy which they should keep in their personal health and safety portfolio.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the school are communicated to all staff in writing.

Monitoring and checking

The school requires the science department to monitor the implementation of this policy. Records of monitoring are kept by the Health & Safety Officer.

Checklists on resources and facilities are customised from those suggested in CLEAPSS Guide L248 Running a Prep Room. The timetable for such checks is kept with the reference copy of this policy. Records of the checks are kept by the Health & Safety Officer in the Safety Check File.

Training

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Generally, this department follows guidance in the CLEAPSS documents L238, Health and Safety Induction and Training of Science Teachers and L234, Induction and Training of Science Technicians, customised, to identify the training needs of staff.

Any non-science staff who have to supervise any class in a laboratory will receive brief training in laboratory rules. Records of the training received by members of the science staff are kept in the Online Safety Portal (Donesafe).

Risk Assessments

The school follows the recommendation of the Health and Safety Commission to adopt 'model' or 'general' risk assessments adapted to the school curriculum and facilities.

The school policy is that the following publications are to be used as sources of model (general) risk assessments.

CLEAPSS publications generally

CLEAPSS, Hazcards, current edition

CLEAPSS, Laboratory Handbook, current edition

CLEAPSS, Recipe Cards, current edition

CLEAPSS, L93, Managing Ionising Radiations and Radioactive Substances, (under revision, 2007)

ASE, Safeguards in the School Laboratory, ASE, 2006 (11th Edition), ISBN 978-0-86357-408-5

ASE, Topics in Safety, ASE, 2001 (3rd edition), ISBN 0863573169

DfE, Safety in Science Education, HMSO, 1996, ISBN 011270915X

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are to be checked against the model risk assessments and significant findings incorporated into texts in daily use, i.e., the scheme of work, set of lesson plans, syllabus, technician notes.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is to be obtained from CLEAPSS. In order to assess the risks adequately, the following information is collected.

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, i.e., size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details, e.g., high voltages, heavy masses, etc.

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Since the set of lesson plans have been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models and where appropriate agreed with the Campus Principal.

Where an activity must be restricted to those with special training, that restriction is included in a note on the text.

Fume Cupboards

The school will arrange regular testing of fume cupboards at a maximum interval of 14 months but require teachers to perform a quick check before use. Records of the tests should be kept in the Online Safety Portal (Donesafe). All users have been trained to carry out a quick check that a fume cupboard is working before use.

Pressure Vessels

Autoclaves and pressure cookers need periodic inspection, normally annually, under the Pressure Systems Safety Regulations. Records of examinations are kept in the Safety Check File and in the Online Safety Portal (Donesafe).

Equipment Safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations). Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, is treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPSS through publications and directly.

Any user who discovers a hazardous defect in an item of equipment must report it to the Health & Safety Officer or other nominated person by using the Hazard/Risk Report Form on the Online Safety Portal (Donesafe).

Personal Protective Equipment

The school accepts the duty to provide eye protection, gloves, and laboratory coats for employees where the risk assessment requires them and safety spectacles for students. The condition of the eye protection is checked at the start of each term.

Chemicals

The safe storage and, where necessary, disposal of chemicals including highly flammable liquids, will be arranged in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) in order to ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

Hazardous activities involving chemicals is restricted to those who have received special training and as identified in the texts in daily use as part of the risk assessment.

Waste disposal

Waste chemicals and equipment are disposed of in an environmentally responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS Hazcards

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(2007 edition or later). Other disposal follows guidance in the relevant section of the CLEAPSS Laboratory Handbook.

Safe disposal of Sharps

All sharps must be correctly and safely disposed in a leak-proof, puncture resistant, lockable container. The container should not be filled more than two thirds then sealed and disposed as per the school procedure.

Security

Access to laboratories and preparation rooms will be controlled to prevent unauthorised access. All science rooms including store rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty, and that the door is locked. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a suitably trained teacher or teaching assistant comes to an end. No class is allowed to be in a laboratory without adequate supervision.

All science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

Firefighting equipment

It is recommended that two 2kg carbon-dioxide extinguishers and one fire blanket are provided for firefighting. A sand bucket (normally a receptacle for rubbish!) is not required. When using flammable metals, it is better to have a bag of sand immediately available in case of fire. Dry powder extinguishers are not recommended as they cause permanent damage to computers and lead to such a mess that industrial cleaning will be required. A fire blanket can be used to smother fires, often causing less damage than a carbon dioxide extinguisher, which may blast apparatus across the bench. In Northern Ireland the provision of fire-fighting equipment must satisfy the Building Control Authority.

Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly flammable fumes (‘minor spills’) are dealt with by teachers using a ‘spill kit’ prepared for this purpose [in accordance with section 7 of the CLEAPSS Laboratory Handbook].

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be ‘major spills’ if spilt in small rooms.) Staff are trained in the appropriate procedures which may involve calling the Fire and Rescue Service. This training is supported by regular drills arranged by the Health & Safety Officer.

Refer:

- SUPPORTING DOCUMENTS: SCIENCE – Chemical stocklist
- SUPPORTING DOCUMENTS: SCIENCE - COSHH guidance, HSE
- SUPPORTING DOCUMENTS: DESIGN – Ventilation

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Appendix 7: HSO Meeting with Health & Safety CST

HSO meeting with Health & Safety CST (early half of each term)					
(Insert day and date of meeting)		(Insert time of meeting)		(Insert location - including Zoom number)	
Attendees		**Campus Professional(s)**		**CST members**	
		•		•	
Agenda Items		**Notes and Actions**	**Led By**	**Attachment**	**Finish Time**
1.	**Update actions from previous Health & Safety meeting**	Recap the actions from the H&S meeting and note progress and next steps.			
2.	**Accidents, incidents, injuries, near-misses**	Discuss and review: Incidents that have occurred in your campus since the last meeting, any follow-up that has been done as a result of investigations into incidents, incidents that have happened in other campuses and lessons learned			
3.	**Review the Online Safety Portal (Donesafe)**	Review: Any outstanding actions from processes and logged corrective actions Outstanding actions from the last H&S audits / inspections and what the next steps are for completion Work Equipment checks and M&E Servicing requirements Weekly / monthly checks (e.g. fire alarm, emergency lighting, water temperature/flushing etc.) Review any new Safety Alerts or Bulletins			

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4.	**Training**	Review: Flick Learning H&S related training and identify any outstanding H&S training not yet completed Get campus Flick Learning administrator to provide a downloaded report prior to the meeting		
5.	**Health & Safety in hazardous areas**	Review the following areas and manage by walkabout: D&T Room Science Lab Cookery Room / School Lunch Servery On site P.E. / Provided Games Equipment (football nets, basketball hoops, table tennis tables)		
6.	**Fire Safety**	Review and manage by walkabout: Fire risk assessment current and up to date. Emergency lighting operative and records of last sink test Is firefighting equipment up to date including fire blankets? Are escape routes clear? Are self-closers on all internal fire doors operational and doors not wedged/hooked open?		

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7.	**Risk Assessments**	For travel? For trips? For school events?			
8.	**Induction for new staff**	Are there any new starters amongst the staff? Has H&S induction been completed - Also consider temporary staff - Volunteers Do new starters have a login to the Online Safety Portal (Donesafe)?			
9.	**AOB**				

Actions from the meeting	By whom	By when

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Appendix 8: Health & Safety CST – Termly report for the Campus Impact Meeting

Report item		Notes and Actions
1	**Accidents, incidents, injuries, near-misses**	Outline any incidents that have occurred during the last month including anything RIDDOR reportable. Update on any outstanding cases and what has been done
2	**Employee Claims**	Outline any outstanding H&S claims made by employees during the period
3	**Enforcement Action**	Any impending enforcement action or risk of enforcement from HSE or Fire Officer
4	**Outstanding actions on Safety Cloud**	Identify any outstanding process actions, corrective actions, checks, M&E servicing's noted in the Online Safety Portal (Donesafe) and what is needed to progress these through to completion Comment on the effectiveness of the management of Health & Safety in school on a daily and weekly basis
5	**Annual Audit**	Report on any outstanding actions from the most recent annual H&S audits / inspections including plan to resolve
6	**Training**	Provide a high-level review of the training completed on Flick Learning and flag training outstanding
7	**Fire Safety**	Report on any risks / concerns regarding fire safety and any outstanding actions related to the Fire Safety Risk Assessment
8	**Risk Assessments**	Report on the activities surrounding risk assessments during the month, particularly relating to: • School travel and OneBus • School trips • School events
9	**Facilities / Buildings**	Additional works / work planned and associated hazards Maintenance concerns which may/have become H&S hazards
10	**Insurance**	Any outstanding insurance claims related to building works Reporting to insurers on any significant planned events or proposed building/alteration works
11	**Actions and next steps for the term and year ahead**	

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Appendix 9: Management of Medicines for School Staff

Medicines should be safely stored in the interests of the safety of all stakeholders at OneSchool Global Campuses, consequently, Campuses must provide an appropriate location for personnel to store their prescriptions, only if the prescription requires medication to be taken during working hours.

Staff lockers would be necessary on campus to allow employees to store their medication and personal belongings (such as handbags, mobile phones, etc.). This step will enable compliance with the following criteria for the administration of medication in a school or whilst working as an employee during contracted hours.

Non-prescribed Medication

- Personal use non-prescription medication should not be accessible to students, staff, volunteers, visitors, or contractors and should be stored in a secure location.
- In line with the point above, Medication should be stored in the Staff Locker located in the staff room/staff specific area or as directed in accordance with the requirements of the medication.
- It is the responsibility of the staff member to keep their locker locked at all times whilst in use and to ensure the locker key is kept on their person at all times (i.e., attached securely to the lanyard) in order to prevent unauthorised access to any medication that they have stored in their locker.
- Should the staff member mislay or lose their locker key, it is the staff members immediate responsibility to notify the Campus Principal and Premises Manager without fail.
- Should the staff member mislay or lose their locker key, and it is not found, a nominal fee of **£10.00** for a replacement key will be charged.

Prescribed Medication

- Details of Prescribed / Controlled Medication should be provided to the Campus Principal in confidence, who will meet with the respective employee to develop a Medication Risk Assessment and maintain a record of the arrangements in the respective Employees HR file.
- The Medication Risk Assessment must include the staff name, medication name, treatment start/finish dates, list of the side effects or adverse reactions, emergency measures, and agreed protocol.
- The Medication Risk Assessment is a confidential document that should only be shared with required professional staff members, such as the assigned and named CAO or assigned and named principal First Aider, so they are aware of the agreed-upon control measures and know what to do in the event of an emergency.
- Medical records, including the Medication Risk Assessment, will be kept strictly confidential and only be retained for the length of the treatment. As stated above, the main objective of this process is to provide a suitable and adequate response to any emergency situation and operate in collaboration with any required Emergency Services by exchanging arrangements and details of any medications/ treatment by a member of our staff.
- It is the responsibility of the staff member to inform the Campus Principal of any changes so that records are kept up to date and the most recent versions of the Risk assessment are circulated to the relevant individuals on campus.
- Medication records including the Risk Assessment will be returned to the staff member or destroyed and disposed via the

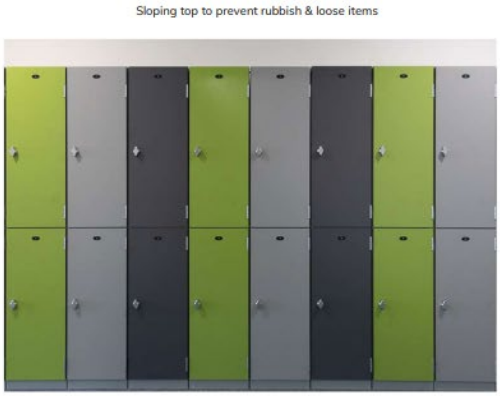
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confidential waste disposal container. (This is in line with ICO/GDPR).

Staff will be asked to sign agreement of this procedure. If you have any concerns on the above, please speak to the Campus Principal who will consult with HR and advise.

Examples of Suitable Lockers for staff







Consult the **Appendix 9** document/file for Risk Assessment Template.

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