

HEALTH & SAFETY POLICY HANDBOOK

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STATEMENT OF INTENT

Oracle School, Bedford recognises and accepts its responsibility as an employer for providing, as far as is reasonably practicable, a safe and healthy workplace and working environment for all its employees and those affected by its undertakings.

Oracle School, Bedford is aware of the Statutory Health and Safety Regulations governing working conditions for all employees and those affected by its undertakings. It is concerned that accidents and injuries should not occur and all health and safety precautions which exist under the Health and Safety at Work etc. Act 1974 and associated legislation should be utilised, to minimise the risk of accidents, the avoidance of unnecessary injury, and causes of ill health.

Oracle School, Bedford recognises the part that all levels of management must play so that health and safety is given appropriate consideration. This involves the assignment of responsibilities and other management duties in accordance with the General Health and Safety Policy and the Management of Health and Safety at Work Regulations 1999. These considerations, as far as is reasonably practicable, should include provision for the following: -

- A safe place of work with safe access and egress
- Safe plant and equipment with safe systems of work
- Removing hazards (where possible); if not managing risks
- Safe arrangements for the use, handling, storage and transportation of substances, objects and materials.
- Healthy working surroundings
- Information, instruction, training and supervision as necessary, which is designed to provide the means to avoid hazards and for employees to contribute positively to their own health and the safety of others.

Oracle School, Bedford considers these statutory requirements to be the minimum acceptable standards.

It shall be the responsibility of every employee: -

- To take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions whilst at work.
- To bring to the employer's attention any deficiencies in health, safety or welfare, this could affect employees or others, including hazardous conditions, substances or working practices.
- To bring to the employer's attention, any matters, which they perceive to be different and could, cause harm.

Working together and a positive attitude to the health, safety and welfare of all involved with E s l a n d is essential, if the aims of this Policy are to be achieved.

Regular monitoring and reviewing of the operation and effectiveness of this Policy will take place to account for the changes that may occur in plant, systems or environment.

All employees will be made aware of the general Policy and will be issued with supplementary information such as Approved Codes of Practices or Safe Working Practices related to the operational requirements for different activities.

EMPLOYER'S STATEMENT

Oracle School, Bedford is committed to achieving high standards of Health and Safety and recognises that a number of activities, which it undertakes, or which are undertaken on its behalf, could potentially

involve risk to the health and safety of employees, customers, contractors and visitors to Company premises.

Oracle School, Bedford is accordingly committed to taking all reasonable steps to continually assess and adequately control health and safety risks wherever possible.

The following objectives and procedures have been formulated with a view to eliminating or controlling such risks, thus creating and maintaining a safe and healthy working environment.

Objectives

- To comply with the requirements of the Health and Safety at Work etc. Act 1974, and other relevant legislation.
- To keep and maintain accurate records of accidents, injuries and known exposure to health risks at work.
- To formulate, review and regularly update Health and Safety plans & audits, which clearly set out the measures to be taken to safeguard all persons affected by the activities of Oracle School, Bedford.
- To ensure that adequate competent assistance is provided to facilitate the formation of effective Health and Safety plans.
- To progressively identify, assess and eliminate or control hazards, which present a risk to employees and other persons.
- To adequately train employees in health and safety matters.
- To consider and address health and safety when planning new developments, processes or systems of work, and when purchasing new equipment.
- To take all practical steps to ensure adherence to this policy by all employees and other persons undertaking work on behalf of Oracle School, Bedford.

HEALTH & SAFETY ORGANISATION (ADMINISTRATION)

The employer has overall responsibility to ensure that all appropriate steps are taken to meet the requirements and obligations set out in the Health and Safety at Work etc. Act 1974, and its subsequent Regulations.

As it would be patently impossible for the employer to personally oversee the entire activities carried out within Oracle School, Bedford, this policy statement states the extent and scope of each individual employee's responsibility. For the purpose of this statement "employee" refers to anyone employed by Oracle School, Bedford.

The Health and Safety Adviser provides help to senior management, team leaders and managers by providing information and guidance in applying the provisions of health and safety law.

To achieve a good standard of health and safety in the workplace all staff must take reasonable care for the health and safety of themselves and of colleagues or others who may be affected by their actions. They should cooperate with management in all matters relating to their health, safety and welfare and develop a personal concern for accident prevention.

CHIEF EXECUTIVE

The Chief Executive has delegated responsibility to ensure all measures necessary to meet the requirements and obligations arising from the Health and Safety at Work etc Act 1974 and its subsequent Regulations are met within their area of operation.

Foremost among such activities is the need to: -

- Take adequate steps to ensure that all personnel understand and accept the duties and responsibilities imposed upon them by the Health and Safety Policy and by Statutes.
- Ensure that all reasonable precautions are taken to protect persons who, although not employed by Oracle School, Bedford, use their premises.
- Arrange for information relating to Health and Safety such as Codes of Practice, Guidance Notes etc. to be made available to employees and training and/or instruction to be provided as appropriate.
- Provide adequate welfare facilities, such as drinking water, washing facilities, toilets etc.

MANAGER RESPONSIBILITIES

Arrange for all accidents to be investigated immediately following their occurrence and for the reporting of accidents in accordance with the RIDDOR Regulations and the accident reporting procedure;

Arrange for procedures e.g. fire procedures to be undertaken and for the periodic testing of such procedures by means of fire drill;

Ensure that an electronic and/or hard copy record of such testing is kept together with a record of fire drills.

Co-operate with the Health and Safety Executive and Company Health and Safety Adviser on matters of Health and Safety;

Ensure that all staff are adequately trained to carry out their duties in a safe manner and are made aware of any hazards relating to their work and the methods employed to deal with such hazards;

Arrange for the reporting and as appropriate, the repair of any defects in the workplace or equipment, and the withdrawal from service of any equipment which is made unsafe because of such defect;

Liaise as appropriate with contractors in order that work carried out by them on the premises is completed without risk to themselves, employees or users;

Ensure that the safety policy, codes of practice, guidance notes etc. are available for employee reference;

Conduct suitable and sufficient risk assessments on the activities conducted by themselves, employees and users on or off Oracle School, Bedford premises;

Make available written risk assessments of the significant risks to health and safety as required by the Management of Health and Safety at Work Regulations 1999.

Ensuring persons under their supervision are made aware of and understand their own responsibilities under this policy and any procedures or safe systems of work that may emanate from the area under their control.

Ensuring that the correct and safe equipment for each work situation is available and used for its proper use.

Forwarding any matter concerning health and safety that cannot be resolved to the Company Health and Safety Adviser and raise this matter at the Regional Management Team meeting.

STAFF MEMBERS

All staff will have appropriate technical and organisational competence and experience to: -

- Ensure that all participants have a clear understanding of their role/responsibilities throughout the activity. All employees (including agency staff) must adhere to the following to ensure they fulfil their statutory obligations to take reasonable care of the health and safety of themselves and other persons that may be affected by their acts or omissions at work.
- Maintain adequate supervision at all times in respect of any person over whom they exercise control i.e. staff/users where they are concerned with potentially dangerous materials, machines, or activities.
- Ensure all personnel under their control know and accept their responsibilities under the Health and Safety Policy and are trained and equipped to carry out these responsibilities.
- Prepare for activities by checking such matters as health, diet, medicine and relevant problems.
- Issue full details of equipment and clothing necessary to conduct the activity in a safe manner.
- Conduct the management and organisation of the activity within a framework of good practice.
- Report all health and safety concerns and incidents to the relevant person as detailed above.
- Work together with management Health & Safety Reps/Advisers on health and safety matters.
- Not to interfere with anything that has been provided in the interest of health, safety and welfare.
- Take reasonable care of their own health and safety. The company takes into account the importance of mental health and wellbeing for all staff and pupils. Staff are able to contact independent support from their Health Matters Assistance Programme. Occupational Health Services are available as required for occupational health related matters.
- Conform to safe systems of work or methods (method statements).
- Maintain good housekeeping principles, adopting clean and tidy working conditions.
- Not to operate any machinery or equipment unless they have been adequately trained and authorised to do so.
- Ensure they are familiar with the emergency procedures; designated emergency exits and assembly points relative to their work area.

Conclusion

A 'safety culture' in Oracle School, Bedford can be promoted most effectively if the pursuit of health and safety is accepted as an objective shared by us all.

We must take a positive interest in our health and safety and exercise a common duty of care to others. We must be alert to draw attention to anything we encounter at work, which could be a threat to the health and safety of ourselves, our colleagues and others. We also have a special duty of care to those who may have particular requirements through for example disability or inexperience.

HEALTH & SAFETY ARRANGEMENTS ARRANGEMENTS FOR THE IMPLEMENTATION OF THE POLICY

The Management of Health & Safety at Work Regulations 1999

A new version of the Management of Health and Safety at Work (MHSW) Regulations came into force in December 1999. In conjunction with the Health and Safety at Work Act, the MHSW Regulations specify the core duties of employers and employees on occupational health and safety. The amended Regulations supersede and extend previous versions and incorporate other legislation.

REGULATION 3 Risk Assessments

General principles and purpose of risk assessment: -

The regulation requires all employers and self-employed people to assess the risks to workers and any others who may be affected by their work or business. This will enable them to identify the measures they need to take to comply with health and safety law. All employers should carry out a systematic general examination of the effect of their undertaking, their work activities and the condition of the premises. Those who employ five or more employees should record the significant findings of that risk assessment.

A risk assessment is carried out to identify the risks to health and safety to any person arising out of, or in connection with, work or the conduct of their undertaking. It should identify how the risks arise and how they impact on those affected. This information is needed to make decisions on how to manage those risks so that decisions are made in an informed, rational and structured manner, and the action taken is proportionate.

The risk assessment should be appropriate to the nature of the work and should identify the period of time for which it is likely to remain valid. This will enable management to recognise when short-term control measures need to be reviewed and modified, and to put in place medium and long-term controls where these are necessary.

A risk assessment should:

- Ensure the significant risks and hazards are addressed
- Ensure & all aspects of the work activity are reviewed, including routine and non-routine activities
- Cover all parts of the work activity, including those that are not under the immediate supervision of the employer, such as employees working off site, workers from one organisation temporarily working for another organisation, home-workers, and mobile employees;
- Take account of the management of incidents such as interruptions to the work activity, which frequently cause accidents, and consider what procedures should be followed to mitigate the effects of the incident;
- Take account of the way in which work is organised, and the effects this can have on health;
- Take account of risks to the public and service users.

Identifying the Hazards

Identifying who might be harmed and how

Identify people who might be harmed by the hazard, including employees, other workers in the workplace and members of the public. Do not forget office staff, maintenance staff, visitors and members of the public. You should identify groups of workers who might be particularly at risk, such as young or inexperienced workers, new and expectant mothers, home-workers, those who work alone and disabled staff.

Evaluating the risks from the identified hazards

You need to evaluate the risks from the identified hazards, of course, if there are no hazards, there are no risks.

Where risks are already controlled in some way, the effectiveness of those controls needs to be considered when assessing the extent of risk, which remains. You also need to:

- Observe the actual practice; this may differ from the works manual, and the employees concerned or their safety representatives should be consulted.
- Address what actually happens in the workplace or during the work activity.
- Take account of existing preventive or precautionary measures, if existing measures are not adequate.
- Ask yourself what more should be done to reduce risk sufficiently.

Recording

All employers and self-employed people are required to make a risk assessment. The regulation also provides that employers with five or more employees must record the significant findings of their risk assessment. This record should represent an effective statement of hazards and risks, which then leads management to take the relevant actions to protect health and safety.

Review and Revision

The regulation requires employers and the self-employed to review and, if necessary, modify their risk assessments, since assessment should not be a once and for all activity. The employer or selfemployed person needs to review the risk assessment if developments suggest that it may no longer be valid/or can be improved. In most cases, it is prudent to plan to review risk assessments at regular intervals. The time between reviews is dependent on the nature of risks and the degree of change likely in the work activity. Such reviews should form part of the standard management practice.

Managing Risk Assessments

It is the policy of Oracle School, Bedford to assess the risk to the health and safety of anyone who may be affected by our work activities so we can determine to what extent we are complying with our statutory duties under the Management of Health and Safety at Work Regulations 1999.

Example of a blank risk assessment.

Activity and area to be assessed

Persons Exposed

Activity:	Generic Assessment	Assessment made by:	Assessment No:	Oracle Employees	
Area:	Task Specific	Assessment date:	Review date:	Young People	
	Initial Assessment			Visitors	

Hazards Identified

Likelihood	Severity	Risk Rating				Scores Between	
Very Low (unlikely)	Nuisance (discomfort – no lost time)	Scores multiplied Likelihood X Severity				1-4	LOW RISK
Low (may occur)	Minor (up to 3 days off)					5 – 7	LOW TO MEDIUM RISK
Medium (could occur)	Moderate (off more than 7 days)					8 – 14	MEDIUM RISK
High (likely to occur)	Serious (lengthy incapacity to work)					15 – 19	MEDIUM TO HIGH RISK
Very High (near certain to occur)	Very Serious (immediately Notifiable)					20 – 25	HIGH RISK
Hazards Identified	Current Risk	Risk rating after Controls				Further Actions required to control Risk	
	LOW RISK MEDIUM RISK HIGH RISK						
	Low	Medium	High	Likelihood	Severity	Risk Rating	
Further Controls Required or In Place?							
Method Statement Required?		Yes	No	If yes, state Method Statement document reference number			

REGULATION 7: COMPETENT PERSONS

In selecting **competent persons** for the performance of health and safety tasks (those with sufficient knowledge, training and expertise of relevant health and safety factors) employers should give preference to people in their employment over competent persons not in their employment, such as consultants (Regulation 7). External specialists can be used if required or a combination of internal and external personnel may be appropriate. Mistakes by competent persons do not free employers from liability for breaches of statutory duty (Regulation 21).

REGULATION 16: RISK ASSESSMENT IN RESPECT OF NEW OR EXPECTANT MOTHERS

Where:- the persons working in an undertaking include women of child- bearing age, and the work is of a kind which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any processes or working conditions, of physical, biological or chemical agents, including those specified in Annexes I and II of Council Directive 92/85/EEC(a) on the introduction of measure to encourage improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breast feeding, shall also include an assessment of such risk.

Where, in the care of an individual employee, the taking of any other action the employer is required to take under the relevant statutory provisions would not avoid the risk referred to in paragraph (1) the employer shall, if it is reasonable to do so, and would avoid such risks, alter her working conditions or hours of work.

If it is not reasonable to alter the working conditions or hours of work, or if it would not avoid such risk, the employer shall suspend the employee from work for as long as it is necessary to avoid such risks.

In paragraphs 1 to 3 references to risk, in relation to risk from any infections or contagious disease, are references to a level of risk at work, which is in addition to the level to which a new or expectant mother may be expected to be exposed outside the workplace.

REGULATION 17: CERTIFICATE FROM REGISTERED MEDICAL PRACTITIONER IN RESPECT OF NEW OR EXPECTANT MOTHERS

Where:- a new or expectant mother works at night, and a certificate from a registered medical practitioner or a registered midwife, shows that it is necessary for her health and safety that she should not be at work for any period of such work identified in the certificate, the employer shall, subject to Section 67 of the Employment Rights Act 1996, suspend her from work for so long as is necessary for her health and safety.

REGULATION 18: NOTIFICATION BY NEW OR EXPECTANT MOTHERS

Nothing in paragraph 2 or 3 of Regulation 16 shall require the employer to take any action in relation to an employee until she has notified the employer in writing that she is pregnant, has given birth within the previous six months, or is breast feeding.

Nothing in paragraph 2 or 3 of Regulation 16 or in Regulation 17 shall require the employer to maintain action taken in relation to an employee.

- In a case to which Regulation 16 paragraphs 2 or 3 relates and, where the employee has notified her employer that she is pregnant, where she has failed, within a reasonable time of being requested to do so in writing by her employer, to produce for the employer's inspection a certificate from a registered medical practitioner or a registered midwife showing that she is pregnant.
- Once the employer knows that she is no longer a new or expectant mother or:-
- If the employer cannot establish whether she remains a new or expectant mother.

Where the risk assessment identifies risks to new and expectant mothers and these risks cannot be avoided by the preventive and protective measures taken by an employer, the employer will need to:-

- Alter her working conditions or hours of work if it is reasonable to do so and would avoid the risks, or if these conditions cannot be met;
- Identify and offer her suitable alternative work that is available, and if that is not feasible;
- Suspend her from work. The Employment Rights Act 1996 (which is the responsibility of HMRC) requires that this suspension should be on full pay.

REGULATION 19: PROTECTION OF YOUNG PERSONS (AT WORK)

Every employer shall ensure that young persons employed by them are protected at work from any risks to their health and safety, which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

No employer shall employ a young person for work:

- which is beyond their physical and psychological capacity.
- involving harmful exposure to agents which are toxic, cause heritable genetic damage or harm to the unborn child or which in any other way, chronically affect human health; involving harmful exposure to radiation.
- involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young person's owing to their insufficient attention to safety or lack of experience or training; in which there is a risk to health from:- extreme cold or heat, noise, vibration.

The employer needs to carry out a risk assessment before young workers start and to see where risk remains, taking account of control measure in place.

When control measures have been taken against these risks and if a significant risk still remains no child young worker under the compulsory school age), can be expected to do this work. A young worker, above the minimum school leaving age, cannot do this work unless: - it is necessary for his or her training, she or he is supervised by a competent person, the risk will be reduced to the lowest level reasonably practicable

REGULATION 4: MANUAL HANDLING

Regulation 4 places duties on employers to make evaluations and then assessments of certain manual handling operations. They must, so far as is reasonably practicable, avoid the need for employees to carry out those operations which involve a risk of injury.

Oracle School, Bedford is committed to ensuring compliance with the law as laid out in the Manual Handling Operations Regulations 1992 (as amended).

Oracle School, Bedford will ensure that manual handling operations are avoided as far as reasonably practicable where there is a risk of injury. Where this is not reasonably practicable, a suitable and sufficient assessment of the operation will be made.

Oracle School, Bedford will be responsible for ensuring that all steps are taken to reduce the risk of injury as low as reasonably practicable.

Where a risk assessment identifies a residual risk that cannot be removed, training in manual handling will be provided for all members of staff identified as at risk.

It is the responsibility of each and every employee to comply with safe systems of work implemented by *Oracle School, Bedford*. Similarly, an employee must not undertake any manual handling operation

which they justifiably consider poses a danger to themselves or any person without first raising it to the attention of *Oracle School, Bedford*.

ACCIDENTS

Situations which result in personal injury, incidents or occupational ill health; or situations which could have caused injury (i.e. near misses), must be reported to the Headteacher as soon as possible. If you have received a personal injury, you or someone on your behalf will be required to complete an Accident/Incident Report Form on Engage for accidents within school.

By ensuring you report all accidents and near misses to your Headteacher you will have ensured that the appropriate details will have been passed on to the relevant authority. You can also send details to the Health and Safety Officer for the school.

Oracle School, Bedford undertakes to provide a safe and healthy environment; accident reporting assists with this process. You are reminded that it is a requirement of your employment that you personally operate in a safe manner and that other people are not affected by your 'acts and omission'. If you discover a hazardous situation, you must point it out to those who could become involved and report it to your Headteacher or Health and Safety Officer.

To ensure that Oracle School, Bedford reports all the appropriate accidents/incidents within the correct timescales, we have an electronic reporting system.

Procedure in the Event of an Accident/Incident

All accidents and incidents are to be entered onto Engage, our electronic system.

An Accident/Incident Report Form, is to be completed by the injured person or someone else on their behalf.

The manager may carry out further investigation into the accident/incident (using the information included in the electronic form).

Near Misses must also be documented.

RECORDING AND REPORTING OF ACCIDENTS AND DANGEROUS OCCURENCES - RIDDOR

RIDDOR stands for the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013'. The main changes are in the following areas: From October 2013 the classification of 'major injuries' to workers replaced with a shorter list of 'specified injuries' The existing schedule detailing 47 types of industrial disease replaced with eight categories of reportable work- related illness and fewer types of 'dangerous occurrence' require reporting.

If you are an employer, self-employed or in control of work premises, you are required under RIDDOR to report some work-related accidents, diseases and dangerous occurrences. Reporting accidents and ill health at work is a legal requirement. The information enables the Health and Safety Executive (HSE) and local authorities to identify accidents.

The duty of reporting the accident under RIDDOR is the responsibility of the Headteacher in each school/school building or at school related activities.

Reporting is to be carried out using Form F2508 (preferably online). A copy of all RIDDOR reporting should be sent to the H&S Adviser.

When do you need to act:

- Major injury or death,
- If there is an accident connected with work and: your employee or a self- employed person working on your premises is killed or suffers a specified injury (including as a result of physical violence).

- A member of the public is killed or taken to hospital; you must notify the enforcing authority without delay (example, telephone).

The following should be notified to the responsible authority:

- The death of a child accommodated at the home.
- Any conduct on the part of a member of staff of the home which is or may be such, in the opinion of the responsible authority, that he/she is not or as the case may be, would not be a suitable person to be employed in work involving children;
- The suffering of serious harm by a child accommodated at the home.
- Any serious accident involving a child accommodated at the home.
- The outbreak in the home of any notifiable infectious disease to which Public Health (Control of Disease) Act 1984 applies or disease to which provisions of the Act are applied by Regulation made under the Act.

They will ask for brief details about your school, the injured person and the accident and within ten days you must follow this up with a completed accident report form (F2508A).

Over 7 Day Injury

If, as a result of an accident, an employee is absent or unable to carry out normal duties for seven days following the accident (not including the day of the accident), the accident becomes reportable under RIDDOR. The responsibility for reporting the absence to the Health and Safety Executive lies with the line manager or H & S Adviser of the injured person.

Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must send a completed disease report form (F2508A) to the enforcing authority.

If a doctor diagnoses one of a number of specified diseases **and** the affected employee's current job involves a specific work activity, then this must be reported to the HSE.

Usually these situations will be identified by an Occupational Health provider or the employee's Consultant / GP.

In most cases managers are unlikely to be the first source of such information.

Reportable Dangerous Occurrences include:

Lifting equipment

The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.

Pressure systems

The failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000(1), where that failure could cause the death of any person.

Overhead electric lines

Any plant or equipment unintentionally coming into—

- contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or
- close proximity with such an electric line, such that it causes an electrical discharge.

Electrical incidents causing explosion or fire

Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either—

- results in the stoppage of the plant involved for more than 24 hours; or
- causes a significant risk of death.

Collapse of scaffolding

The complete or partial collapse (including falling, buckling or overturning) of— • a substantial part of any scaffold more than 5 metres in height;

- any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
- any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

Structural collapse

The unintentional collapse or partial collapse of—

- any structure, which involves a fall of more than 5 tonnes of material; or
- any floor or wall of any place of work,

Arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground.

The unintentional collapse or partial collapse of any falsework.

Explosion or fire

Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours.

Release of flammable liquids and gases

The sudden, unintentional and uncontrolled release—

- inside a building—
 - o of 100 kilograms or more of a flammable liquid;
 - o of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point;
 - o 10 kilograms or more of a flammable gas; or
- in the open air, of 500 kilograms or more of a flammable liquid or gas.

Hazardous escapes of substances

The unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases.

Please note that any accident / incident that is dangerous does not necessarily qualify as a 'dangerous occurrence'. The legislation is very specific.

Specified Injuries include:

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalpings (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Infectious Diseases

Where you have been in contact with infectious diseases or other illness, you should report this to your Line Manager. You may be referred to your Doctor for clearance before re-commencing work. This precaution is particularly important when you are involved in food preparation or food product handling where there is a special responsibility to ensure good hygiene practices are adhered to.

FIRST AID

Oracle School, Bedford has trained First Aiders and it is important that First Aiders examine even what seem to be trivial injuries. If any injury is severe, call **999** and request an ambulance before summoning first aid assistance.

First Aid Policy

The First Aid procedure at Oracle School, Bedford is in operation to ensure that every young person, student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses. There is always a minimum of one qualified person on each site, when children and staff are present.

In the event of an accident all members of the school and home communities should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore to provide effective, safe First Aid cover for young people, students, staff and visitors. To ensure that all staff, young people and students are aware of the system in place. To provide awareness of Health & Safety issues within the school or on school trips, to prevent, where possible, potential dangers or accidents.

NB The term FIRST AIDER refers to those members of the school community who are in possession of a valid Emergency First Aid at Work certificate or equivalent.

The First Aid Area at Oracle School, Bedford is in a dedicated room located on the ground floor behind the Reception area.

FIRST AIDERS will:

- Ensure that their qualifications are always up to date. The training manager will liaise with staff and inform them of training and when the renewal of qualifications is due.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital.
- Ensure that a child who is sent to hospital by ambulance is accompanied to the hospital by a member of staff. The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Keep a record of each young person/student attended to, the nature of the injury and any treatment given, in the book provided in the First Aid Room. In the case of an accident, the Accident Book must be completed by the appropriate person.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any

bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

- The Headteacher of School and the Registered Manager of the home will: provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- All First Aid Treatment must be documented in the First Aid Treatment record sheet in order to evidence what First Aid has been used.

The Headteacher and Deputy Headteacher in school will:

- Monitor and respond to all matters relating to the health and safety of all persons on school/home premises.
- Ensure all new staff are made aware of First Aid procedures in school.
- ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student / young person must be referred to a First Aider for examination.
- Upon admission of a new student/young person, provide the first aid team with a list of known conditions e.g. asthmatic, anaphylactic, diabetic and epileptic or any other serious illnesses.

Teachers/Staff will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Headteachers Office/reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless they are in possession of a valid First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Have regard to personal safety.

Teachers/office staff will:

- Call for a qualified First Aider, unless they are one themselves, to treat any injured student.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency
- Send students who simply do not feel well to the Headteacher
- NOT administer paracetamol or other medications

THE EXECUTION OF THIS POLICY will be monitored by the Health and Safety Adviser, with the support of the Health and Safety Officer.

Health & Safety (First Aid) Regulations 1981

These regulations place a duty on employers to make adequate first aid provision for their employees, in case they become ill or injured at work. The associated First Aid at Work Guidance on the Regulations expands on this, giving details of what is classed as adequate. On 1st October 2013, the Health and Safety (First Aid) Regulations 1981 were amended, to remove the requirement for HSE to approve first aid training and qualifications.

The regulations themselves are very general and the main provisions are contained within regulations 3 and 4:

- Regulation 3 (1) requires provision of 'such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to his employees if they are injured or become ill at work.'
- Regulation 3 (2) requires provision of an adequate number of trained personnel to render this first-aid.
- Regulation 3 (3) allows for competent persons to cover for temporary and exceptional absences of trained first-aiders. These are known as 'Appointed Persons'.
- Regulation 4 requires employers to inform their employees of the arrangements made for first-aid, 'including the location of equipment, facilities and personnel.'

There are no set limits for numbers of First Aiders - this must be decided after considering: nature of work and levels of risk involved, size and location of workplace, distance from medical facilities and hours of work.

However, the ACoP suggests that the number should never be less than 1 trained first aider for every 50 employees. Where shift work or long hours are worked, adequate cover must be provided throughout the working period. To be classed as a trained first aider, they must have undertaken a course approved by the HSE, and any necessary refresher training.

Where there are specific hazards, which are outside of the normal approved syllabus, it is the employers' responsibility to ensure that necessary additional training and facilities are available. Examples are a danger of poisoning by certain substances, burns from hydrofluoric acid or the need for oxygen as an adjunct to resuscitation.

Appointed persons are not required to have any formal first aid training - though it is best practice for them to have received training in emergency first aid procedures. The Guidance makes it quite clear that foreseeable absences, such as planned annual leave, do not qualify as 'exceptional and temporary circumstances' under regulation 3(3).

First Aid Boxes, kits and rooms

The Guidance contains clear details of what should be contained within first aid kits. It also lays down when employers should consider provision of a first aid room, and the additional equipment that this would require.

Fully equipped First Aid boxes must be kept in each school and in each vehicle used to carry children/young people. The Headteacher must ensure that suitable arrangements exist to keep First Aid boxes equipped.

Children/young people may administer their own First Aid if they have a suitable First Aid certificate or under the supervision of a certified member of staff.

If children/young people are not deemed to be capable of giving First Aid themselves or under supervision, a certified member of staff must administer it.

Information, Instruction, Supervision, and Training

Oracle School, Bedford is committed to ensuring that all employees have suitable and sufficient health and safety information as per the Health and Safety Information for Employees Regulations 1989.

Oracle School, Bedford communicates with its employees:

- Verbally – in the form of directions and statements from all Managers.

- In writing – in the form of safety memo's and this policy statement.
- By the setting of positive example.
- The current Health and Safety Law poster is displayed in each of the home and the school / office buildings.
- Oracle School, Bedford issues health and safety policy information receipt forms to all employed staff and sub-contractors, ensuring they are completed and maintained appropriately.
- Health and safety advice is available from Oracle School, Bedford.
- Oracle School, Bedford will ensure induction training is provided for all employees once they have formally taken up employment but before they actively commence their work activities. Further training specific to a particular role will be provided on the same basis where required.
- All training records are held and maintained by Oracle School, Bedford.

HEALTH AND SAFETY CULTURE

A 'safety culture' in the Company can be promoted most effectively if the pursuit of health and safety is accepted as an objective shared by us all. The provision of quality service to our customers should be linked to the safety process so the two go together as a positive 'quality and safety culture'. We must take a positive interest in our health and safety and exercise a common duty of care to others. We must be alert and draw attention to anything we encounter at work, which could be a threat to the health and safety of ourselves, our colleagues or our customers and others. We also have a special duty of care to those who may have particular requirements through for example disability or inexperience.

Health and Safety Monitoring

Oracle School, Bedford commits to pro-active measures in its delivery of effective health and safety management to its employees.

To check our working conditions, and ensure our safe working practices are being followed, we will utilise the following:

- General spot-checks by Headteacher, Deputy Headteacher and Health and Safety Officer
- Accident investigations & analysis.
- Weekly H & S checks on Engage
- Monthly H & S checks on Engage
- Annual H & S Audit Inspections
- Daily checks in school

Conducting all of these provides Oracle School, Bedford with an opportunity to review the continuing effectiveness of our policy and to identify areas where revision of the policy may be necessary.

Oracle School, Bedford will ensure that any defects/issues noticed have been rectified appropriately.

Oracle School, Bedford firmly believes that accident and occupational ill-health investigations are a valuable tool in terms of reviewing and improving the health and safety of its employees.

Oracle School, Bedford are responsible for acting on investigation findings to prevent a recurrence and thus improve the safety environment for those employed or affected by the work activities.

Codes of Practice have been designed to establish the correct and safe way to doing certain activities. You should familiarise yourself with Codes of Practice which have been written to cover the processes and activities within your section. These Codes of Practice are supplementary to Oracle School, Bedford safety procedures but have the same objective of ensuring a safe and healthy working and learning environment.

DISPLAY SCREEN EQUIPMENT

The employer will perform a suitable and sufficient analysis of those workstations, which are used by users or operators to assess the Health and Safety risks to which they are exposed as a consequence.

Users of DSE will be briefed on the correct way to set up workstations and how to deal with difficulties associated with posture and layout. Any person designated a 'user' who is experiencing visual strain as a result of operating DSE is entitled to a free eye and eyesight test, and, if necessary, free spectacles for DSE work only.

ELECTRICAL WORK

Portable electrical equipment in use throughout **Oracle School, Bedford** is subjected to annual inspection to ensure its continued safe use. If you identify a worn cable, badly connected plug, or you are issued with electrical equipment, which does not work correctly, it is your duty to report this hazard. If in doubt, withdraw the equipment from use until it has been inspected by a competent person as specified by the Electricity at Work Regulations 1989.

All electrical equipment brought on site by young people and/or staff is to be visually inspected by staff prior to use. Young people's electronic equipment is scheduled to be included in the next PAT testing session within the region. We give all staff the opportunity to bring their portable appliances to be tested at the next scheduled PAT testing session; however, the organisation cannot guarantee that all personal items will be captured on the day of the inspection, due to staff rotas/sickness/holidays etc

PROCEDURE TO BE FOLLOWED IN THE EVENT OF AN EMERGENCY - FIRE

On site, it is imperative that you are aware of safe evacuation practices. You must be aware of your nearest exit route, the location of fire extinguishers and a means of raising the fire alarm and also your assembly point (if applicable). Carry out fire drills at regular intervals, these drills must not be taken lightly; you must understand it is your duty to have an evacuation plan in the event of fire.

If you discover a fire:-

- Raise the alarm.
- Ring for the fire brigade 999.
- Leave the building by the nearest route.
- Do not delay to collect your belongings.
- Stand well away from the building.
- Do not re-enter the building until told to do so.

If you feel confident, you may wish to tackle the fire using equipment provided. **Oracle School, Bedford** has provided equipment but you must have received the relevant training before using it.

FIRE EXTINGUISHERS

The fire risk assessment for the property should indicate which type of extinguisher is required and where best to locate it/them.

The new European colour-coding extinguisher to be used on all new extinguishers produced since 1st January 1997. i.e. Red. This is a water-based appliance, which will remain red. Carbon Dioxide = Red body with a black band around the extinguisher. Foam = Red body with a cream band around the extinguisher. Dry Powder = Red body with a blue band around the extinguisher.

Several extinguishers may be found within the same premises.

Water

- Best for:
Wood, cloth, paper, plastics, etc. and fires involving solids.
- Dangers:
Do not use on burning fat or oil or on electrical appliances.
- How to use:
Point the jet at the base of the flames and keep in moving across the area of the fire. Ensure that all areas of the fire are out.

Dry Powder

- Best for:
Wood, cloth, paper, plastics etc. Fires involving solids. Liquids such as grease, fats, oils, paint, petrol etc. but not on chip or fat pan fires.
- Dangers:
This type of extinguisher does not cool the fire very well and care should be taken that the fire does not flare up again. Smoldering material in deep-seated fires such as upholstery or bedding can cause the fire to start up again.
Do not use on chip or fat pan fires.
- How to use:
Point the jet or discharge horn at the base of the flames and, with a rapid sweeping motion, drive the fire towards the far edge until all the flames are out. If the extinguisher has a shut-off control wait until the air clears and if the flames are still visible, attach the fire again.

Foam

- Best for:
Wood, cloth, paper, plastics, coal etc. Fires involving solids. Liquids such as grease, fats, oil, petrol etc. but not on chip or fat pan fires.
- Dangers:
Do not use on chip or fat pan fires.
- How to use:
For fires involving solids, point the jet at the base of the flames and keep it moving across the areas of the fire. Ensure that all areas of the fire are out.

For fires involving liquids, do not aim the jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface about the burning liquid. Allow the foam to build up and flow across the liquid.

Carbon Dioxide

Best for: Electrical fires and Class B liquids such as grease, fats, oil or paint, petrol etc. but not on chip or fat pan fires.

Dangers: Do not use on chip or fat pan fires. This type of extinguisher does not cool the fire very well and you need to watch that the fire does not start up again. Fumes from CO2 extinguishers can be harmful if used in confined spaces; ventilate the area as soon as the fire has been controlled. How to use: The discharge horn should be directed at the base of the flames and the jet kept moving across the areas of the fire.

Fire Blanket

- **Best for:**
Fires involving both solids and liquids. Particularly good for small fires in clothing and for chip pan fires provided the blanket completely covers the fire.
- **Dangers:**
If the blanket does not completely cover the fire it will not enable the fire to be extinguished.
- **How to use:** Place carefully over the fire. Keep your hands shielded from the fire. Do not waft the fire towards you.



FIRE SAFETY

What you can do to make yourself safer from fires.

Putting up smoke alarms is only one step in protecting yourself from fires. You must also reduce the chances that fires will start in the property and you must increase your chances of escaping safely if one does start. To have a good fire safety programme you must:

- Put up smoke alarms properly. Carefully follow all the instructions in the manual. Keep all smoke alarms clean and test them every week with the monitoring sheets provided. Smoke alarms that do not work will not alert you.
- Replace any smoke alarm immediately if it is not working properly
- Follow fire safety rules and prevent hazardous situations.
- Never smoke in the properties
- Keep matches and cigarette lighters in a secure place.
- Store flammable materials in proper containers. Never use them near open flames or sparks.
- Keep electrical appliances in good condition. Do not overload electrical circuits.
- Keep stoves, fireplaces, chimneys and barbecue grills grease free. Make sure they are properly installed, away from any combustible materials.
- Keep portable heaters and open flames such as candles away from combustible materials.

- Do not allow rubbish to accumulate.
- Keep a supply of extra batteries on hand for your smoke alarm.
- Develop a property escape plan and practice it with your entire team. Be sure to include everyone in your practice.
- Draw a floor plan of your property and, where possible, find out two ways to exit from each room.
- Explain to the team what the smoke alarm signal means. Teach them that they must be prepared to leave the property by themselves if necessary. Show them how to check to see if doors are hot before opening them, how to stay close to the floor and crawl if smoke is present and how to use the alternative exit if the door is blocked by fire or smoke.
- Hold fire drills in the homes at least every month and half-termly in the schools to make sure that everyone knows what to do to escape safely. Clear records are kept of all drills with any required actions documented. Know where to go to call the Fire Brigade from outside your property.

Oracle School, Bedford School actively participate in the ongoing risk assessment and management of fire within and surrounding the buildings. Oracle School, Bedford has in place a fire risk assessment, which is reviewed annually. This includes an annual check of firefighting equipment, by an appropriate and recognised body (eg: ISO9001 or BAFE approved).

The Headteacher/Deputy Headteacher or their delegated individual is responsible for carrying out and recording the following checks:

- Weekly test of the alarm system (not a fire drill)
- Weekly manual test of the smoke detectors (button push)
- Monthly emergency light test
- Annual smoke test using a smoke machine
- Fire drill - once every half term in schools/office buildings
- Fire drill - monthly in homes
- Organisation of the annual smoke/call point and emergency lighting test (by the installers of the system)
- Organisation of the annual fire extinguisher check. Ensuring the fire risk assessment is reviewed:
 - o Annually
 - o When any major works are done to the school/home
 - o When a new young person is placed with the school/home

Note:

Fire Risk Assessments will be reviewed by an external source on a 3 year interval. Please note that a written record of these checks must be kept

Fire Drill

Fire drills need to be carried in accordance with the timings above and should be consistent with the school or home Fire Emergency Plan.

Training

All staff are trained in Fire Procedures and receive Fire Extinguisher training. Appointed Fire Wardens within the schools/offices are identified for each region and assist in taking preventative and protected measures which includes fire-fighting and evacuation.

PROCEDURE TO BE FOLLOWED IN CASES OF EMERGENCY – OTHER

In cases of emergency other than fire, such as; Flood, bomb/weapon threat etc the following procedure should be adhered to:

- Raise the alarm, depending on where and when you work this could be through the fire system, a manager, on-call staff, the police, fire brigade etc.
- If necessary/able switch off gas/electricity/water supply.
- Evacuate the building and meet at an assembly point/agreed location depending on emergency
- Do not return to the building until advised so.

MEDICAL TREATMENT AND DRUGS

If you are required to take medication to control or treat a physical condition, you must self-administer this treatment and are responsible for ensuring the medication is stored safely when at the workplace. If you suffer from a condition that is controlled by long-term drug therapy, you may, if you wish, inform your Line Manager or a trained First Aider. If you do so, your condition will be recognised and you will be able to be appropriately helped.

With the exception of the above circumstances, no other drugs are allowed on any sites.

HAZARDOUS MATERIALS

Wherever possible, **Oracle School, Bedford** will restrict exposure of employees and users to hazardous materials (as identified under the Control of Substances Hazardous to Health Regulations 2002). Occasionally the nature of the training and work undertaken by **Oracle School, Bedford** makes contact unavoidable. When you are required to deal with, or handle hazardous materials, you should ensure that you follow the Control of Substances Hazardous to Health (COSHH) data sheets and assessment for that particular substance; that you wear any protective equipment and take all necessary precautions to prevent others from exposure to that substance.

COSHH Manufacturer's Safety Data Sheets and Risk Assessments should be retained in each Oracle establishment and residence.

ASBESTOS AND LEGIONELLA

Asbestos

A full survey of all sites (both schools and homes) is to be carried out as necessary; and updated and monitored

Drinking water/Legionella

Drinking water facilities are maintained in good working order, kept clean and marked 'Drinking Water'. An annual Legionella test is carried out at Oracle School, Bedford. Oracle School, Bedford test water temperatures on a regular basis and keep all water facilities clean and in good working order. If any water facilities are not used regularly please consult with your Health and Safety Officer.

ENSURING THE SAFETY OF NON EMPLOYEES

Policy Reference

This Policy document refers to the following aims and objectives outlined in Oracle School, Bedford's general statement of Health & Safety policy.

- Acknowledgement of Oracle School, Bedford's responsibility in respect of the health and safety of persons other than its own employees.
- So far as is reasonably practicable, as regards to any place of work under Oracle School, Bedford's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.

Contractors - Introduction

Oracle School, Bedford in its employment of contractors recognises the need for an effective management control system to ensure the health and safety of all persons affected by the contract works. In this respect the Oracle School, Bedford will make arrangements to: -

- Select only contractors who can demonstrate that they have effective safety management systems in place and in particular those who: -
- Use only competent and adequately trained employees
- Use only equipment, tools and materials that are maintained, stored and operated in a safe manner.
- Have health and safety responsibilities clearly defined and appropriate systems in place for communication on health and safety matters.
- Undertake adequate supervision and monitoring of their own health and safety performance.
- Produce specifications, exchange information with and acquire plans from contractors which deal with the health and safety issues as they develop at each phase of the work and which deal effectively with the risks involved.
- Maintain regular effective two-way communications which accommodate changes and unforeseen problems promptly.
- Monitor the health and safety performance of contractors
- Maintain lists of Approved Contractors taking into account the factors referred to above.

Construction Work

Where any construction work is carried out at Oracle School, Bedford owned premises, Oracle School, Bedford will ensure that such work is planned in accordance with relevant standards or statutory provisions and that employees are provided with the necessary information relating to any risks arising out of the work, the preventive or protective measures to be taken and the procedures required in the event of serious or imminent danger.

In particular, reference will be given to the requirements of the Construction (Design and Management) Regulations 2015 (CDM) Oracle will ensure that no construction work commences until an adequate health and safety plan covering the work has been prepared.

Communication

Where appropriate, site safety rules will be issued to contractors and they will be clearly stated in contractual arrangements together with details of any special health and safety requirements likely to affect resources, skills, and cost or time scales.

In shared workplaces, Oracle School, Bedford will make arrangements for the exchange of all relevant information arising from risk assessments and emergency procedures, particularly steps required to protect contractors' employees from other contractors, their employees and the occupier's undertakings in the workplace.

On arrival at site, contractor's staff will (unless otherwise arranged):

At the main office/School;

- Sign in the visitors' book
- State the name of their company • State their own name & Contact name.
- State the working location.
- State the time of signing in
- Permits to Work to be used in circumstances where there is a potential hazard to those carrying out the work or to building users
- Obtain an identity badge and wear it at all times whilst on site

Monitoring

A competent named individual (e.g. supervising health and safety rep) will be assigned to co-ordinate and administrate the project, including any site visits and out of normal hours' communications. This individual will be expected to encourage and develop the right safety culture amongst contractors.

Contractors not to be left unsupervised in school when young people are present.

Reporting

All employees will be expected to report danger (within their capability to recognise unsafe practices) to their manager or Headteacher, who will be expected to either: -

- Suspend the work if serious or imminent danger to persons or property is foreseen.
- Notify the Service or individual responsible for co-coordinating the work by telephone or in writing, depending on the circumstances.

Legal Reference

This policy and its associated guidance outline the provisions that Oracle School, Bedford will make to discharge its duties in relation to the following statutory requirements:-

- The Health & Safety at Work etc. Act 1974
- The Management of Health & Safety at Work Regs 1999 – Reg 3
- The Construction (Design and Management) Regs 2015

Often work involving contractors can prove hazardous to **Oracle School, Bedford** employees and users. Prior to work commencing on any site, the contractor must inform the Manager of the type of work to be undertaken and the risks involved with such work. In some cases (i.e. work which has significant risks to the health, safety and welfare of **Oracle School, Bedford** staff and users) a written Risk Assessment must be produced by the contractor.

In every case, the contractor must produce an up to date copy of their Public Liability Insurance.

Contractors must not be engaged by any member of staff without first contacting their Headteacher.

House Keeping

A tidy well-ordered organisation is one that is less likely to experience accidents. Please ensure that you do what you can to achieve this by paying particular attention to obstructions which may cause congestion, or trip hazards where you are working, for example, electrical cables should be sensibly routed and waste materials should be disposed of safely and frequently to avoid unnecessary clutter.

Visitors

Upon arrival at Oracle School, Bedford all visitors are asked to sign the visitor's book which can be located (and is, at all times, kept) in Reception. Visitors are to sign this upon entering the building and also when leaving.

The visitor should provide proof of ID in the form of an ID badge, should they be unable to do so, they would be escorted from/asked to leave the premises.

Upon proof of ID, the visitor will be handed a visitors' badge which they should wear and ensure is visible throughout their entire visit.

The visitor should then either; read the fire procedure printed in the visitor's book or be explained the fire procedure and where the assembly point is in the event of a fire by the person, they are meeting.

Visitors then are expected to remain with their 'host' during the visit and should not wonder freely around the building unless they are a frequent visitor who holds an Oracle School, Bedford DBS check.

MANUAL HANDLING

As an Oracle School, Bedford employee, there will be occasions when you are required to manually handle loads (under the Manual Handling Operations Regulations 1992 people are regarded as a load). In these circumstances, the following guidance should be applied: -

- Think of your back before lifting, use mechanical aids where possible.
- If you have a history of back problems, please inform your Line Manager, assess the load, if you think it is too heavy, large or awkward to lift unaided, ask your Line Manager for a Risk Assessment of the task. It may require team lifting or the use of some mechanical aid.
- Beware of possible obstructions, uneven surfaces or steps.
- Wear gloves where there is a possible risk of hand injury.
- Position yourself at the load with your feet, hip width apart, one foot pointing in the direction of travel.
- Bend your knees and keep your back straight.
- Grip the load securely, keeping your back straight and your arms as close to the body as possible, lift the load, letting your leg muscles take the strain.

- Make sure the load does not obstruct your vision.
- Move towards your destination with the load as close to the body as possible, lay down the load bending your knees and keeping your back straight.

CCTV POLICY - Background

Wherever CCTV camera systems are operated, for the welfare and security of employees, customers and others a policy document must be in place that clearly demonstrates the purposes of the CCTV and that all staff are responsible, whatever their role within the company or period of employment.

The CCTV policy details the main issues that need to be addressed when operating a CCTV system. It also includes recommendations of regular review processes and measures to ensure that the use of CCTV cameras in the company is lawful and professionally handled, and that the CCTV system remains compliant with the requirements of the General Data Protection Regulation.

The policy also contains references to training, monitoring, employee access to recorded footage and any disclosure of CCTV images to others.

NOTE: 18th November 2020 the CCTV system at Oracle School, Bedford School is being replaced and this section will be updated once the CCTV has been commissioned.

How do I make a complaint?

If you require further information about any aspect of the CCTV systems or you wish to make a complaint, please use the complaints procedures alternatively contact Oracle School, Wrest Park, Silsoe MK45 4HS

SECURITY

All school buildings have secure access. All visitors are requested to sign in and out of the premises and will be required to wear identification. All visitors will be escorted at all times when in school for those who don't have a company DBS.

WORK-RELATED ROAD SAFETY

Oracle School, Bedford is committed to ensuring the safety of those persons employed for work related driving as we recognise that health and safety applies to on-the-road work activities as it does to all work activities.

Oracle School, Bedford will ensure that any vehicles provided for work-related driving activities are suitable and sufficient for their intended use.

Any such vehicles will be regularly maintained in line with the manufacturer's guidelines with the relevant schedules and record keeping being the responsibility of Oracle School, Bedford.

It will be the responsibility of Oracle School, Bedford to ensure that persons employed for work-related driving hold a licence valid for the type of vehicle they will be required to drive and that this licence is checked at 12 monthly intervals therein.

All persons involved in work-related driving are reminded of the need for compliance with Road Traffic Law to ensure the safety of themselves and other road users. Additionally, any fines or prosecutions resulting from a breach of Road Traffic Law must be reported to Oracle School, Bedford as soon as possible.

All drivers have a responsibility to complete regular safety checks of their vehicles in order to ensure general roadworthiness. Any defects; eg: lights, indicators, tyre condition and pressures, warning

signals, oil, water, washer bottle and wiper faults, or any issues with the running of the vehicle must be brought to the attention of Oracle School, Bedford.

Oracle School, Bedford is responsible for ensuring that all work-related road traffic accidents are investigated appropriately and that any actions are undertaken.

RESPONSIBILITIES AND GENERAL DUTIES OF EMPLOYEES

The contents of this handbook are not all inclusive and as such do not cater for all health and safety situations. Oracle School, Bedford consists of a number of complex buildings and activities; therefore all employees are expected to exercise day-to-day observation and monitoring of health and safety issues. Where you identify or are in doubt about anything associated with the health and safety of yourself or others, draw it to the attention of your Line Manager/Headteacher.

The Provision of Outdoor Space for Physical Education

Esland endeavour to ensure that all pupils have access to outdoor areas and spaces for physical education. Oracle School, Bedford School uses the facilities of a local leisure centre and off-site park for games. Pupils also have access to an outdoor space for break times.

Appendix 1:

Details of H&S Competent Person

Name: Tony Cox
Position: Head of Estates
Email Address: tonycox@eslandcare.co.uk

Telephone number: 07850 596101

Appendix 2:

Mandatory H&S Training Provided by Oracle School, Bedford

Training	When provided	How often renewed?
First Aid Training	Induction	3 yearly (intend to impose annual half day refresher)
H & S training	Induction	Annually
In the line of Fire	Induction	Annually
Risk Assessment	Induction	Currently one-off, in the process of becoming bi- annually renewed
Food Hygiene	Induction	3 yearly
Medication Management	Induction	Bi-Annually

Finally, you are reminded that it is your duty to exercise personal responsibility, and do everything possible to prevent injury to yourself and others.

