Health and Safety Policy

This policy should be read in context with OMG Education's Risk Assessment Policy, Accident Reporting Policy, Activities and Trips Policy, DDA/Accessibility Plan, Driving at Work Policy, Environmental Policy, First Aid Policy, Mental Health And Stress Policy, Safeguarding Policy, Lone Working Policy.

Statement of Intent

This document details the arrangements for the effective management of health, safety and welfare provision at OMG Education (OMG). This document sets out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities. The main legislation covering this policy is the Health and Safety at Work etc. Act 1974 and regulations made under that Act. OMG will ensure that the objectives of this statement are communicated to our employees, initially through our induction training. We will also monitor progress towards these objectives at the senior management level, and we will review them annually in consultation with our employees and other interested parties. OMG is aware that the Managing Director (Jamal Miah) is ultimately responsible for health and safety, and the senior managers within the school are also individually and collectively responsible for health and safety.

We recognise that the key to successful health and safety management is to ensure each employee is competent to carry out their responsibilities. To this end, we have developed and implemented training where necessary which clearly defines who is responsible for training and identifies what training each individual needs based on the results of our risk assessments.

Health and Safety policy statement

Employees, Young people and Visitors

It is our policy to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, young people and visitors who may be directly affected by the activities of the company as required by law is treated with the utmost importance.

OMG will, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance and with the provision of welfare facilities.

2. Provide adequate resources to implement this policy.

3. Establish and maintain a safe and healthy working environment.

4. Ensure that risks arising from work activities under our control are identified, recorded, adequately controlled, or eliminated.

5. Develop and implement appropriate occupational health and safety procedures and safe working practices.

6. Include the management of health and safety as a specific responsibility of managers at all levels.

7. Ensure this policy is understood and implemented throughout the organisation.

8. Involve employees in health and safety decisions through consultation and cooperation.

9. Maintain workplaces under our control in a condition that is safe and without health risks.

10. Regularly review compliance with the policy and the management system that supports it.

11. Provide sufficient information, instruction and supervision for all employees to avoid hazards and contribute to their health and safety at work.

12. Ensure that employees receive appropriate training and are competent to carry out their designated responsibilities.

Responsibilities for health and safety

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

The Managing Director has overall responsibility for the formulation and implementation of the company's health and safety policy, and in particular for:

1. Ensuring necessary arrangements are in place for managing health and safety effectively, and senior managers are accountable for health and safety.
2. Health and safety are considered in the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for health and safety consultation with employees and decisions concerning health and safety are communicated to them.
5. Including health and safety on the agenda of SLT meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the company and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis.

Competent Person (for H&S)

The Competent Person (Abu J Alek, Operations Manager) is responsible for ensuring health and safety requirements are identified, implemented and reviewed to comply with the legal requirements of the organisation. In addition to any duties set out in this document or elsewhere, the Competent Person will oversee the health and safety provision of the organisation is maintained to meet any legal requirements. The Competent Person is responsible for in particular:

1. Ensuring that health and safety are considered before the implementation of new premises, working environments or processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
3. Ensuring that where a training requirement is identified, this is communicated to the relevant managers with responsibility for health and safety within departments. This will ensure employees are competent in their respective roles and their health and safety responsibilities.

4. Ensuring that arrangements are in place for the identification, control, or elimination of risks concerning health and safety.
5. Ensuring suitable emergency arrangements are in place concerning fire, accidents and first aid.
6. Ensuring suitable controls are in place for the effective management of contractors.
7. Ensure that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
8. Reviewing accidents and other incidents concerning health and safety and reporting to the Managing Director on the outcome of these investigations.
9. Investigating accidents and or incidents to ensure that any improvements identified concerning working practices are implemented and informing senior management immediately of any significant failures.
10. Informing the Managing Director of any situation which may affect or incur adverse publicity for the organisation.

Managers

Managers are responsible for day-to-day health and safety operations, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Monitoring and reviewing the implementation of the health and safety policy.
2. Ensuring that responsibilities for health and safety are allocated and that the correct level of competence and training is identified for each type of employee.
3. Ensuring employees under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
4. Ensuring that risk assessments are completed for all significant site or work activities and assessment results are implemented and communicated to employees.
5. Ensuring the arrangements for fire, first aid and accidents are implemented.
6. Ensuring the health and safety management system is implemented.
7. Ensuring the policies, procedures and safe working practices are complied with.
8. Ensuring appropriate procedures are in place for maintenance and use of work equipment, and the health and safety aspects are fully assessed.
9. Ensuring contractors are competent for the work they carry out and this is sufficiently monitored to record performance.
10. Ensuring personal protective equipment, if provided, is worn and maintained.
11. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties within the timescales allocated.
12. Ensuring that the arrangements for communication, cooperation and consultation are maintained.
13. Monitoring health and safety standards on site at regular intervals and ensuring remedial action is implemented.
14. Ensuring that employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
15. Ensuring that health and safety records and documentation are complete and systematically stored.

Students and Employees

All students and employees must take all reasonable care for the health and safety of themselves and any other persons who may be affected by their acts or omissions at work. They must also cooperate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provided for health and safety purposes.
4. Visually check work equipment before using them, and not use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc., onto company premises without first obtaining permission from their supervisor/manager.
7. Behave responsibly while on company business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Cooperate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/ supervisor.

Important note for all staff, employees, and employers

All Health and Safety accidents, incidents, hazards, and near misses must be reported to Abu J Alek (Operations Manager). This is done by completing the Health and Safety/ Incident Form that is available to all employees on a shared drive. Health and safety must not be taken lightly, and as such, all staff at all levels are encouraged to 'over report' rather than 'under report'.

It is of paramount importance that all employees recognise that this log must be kept in the event of a 'near miss' concern as well as an actual occurrence.

Regarding Near Miss occurrences, the HSE states that:

Near-miss reporting

A simple and potentially anonymous system for reporting near-miss incidents is a very important way of identifying problem areas. This will help you highlight some of the less obvious hazards in a workplace or identify areas where a problem is developing. Some models suggest that for every accident, there are approximately ninety near-misses.

If there is a good reporting system in place, the hazard could be dealt with before someone is injured. It can be difficult to get staff to report near-misses or minor slip accidents, as they are often seen as funny or embarrassing occurrences (until someone is hurt). It is important to create a culture which encourages reporting of these accidents.

Fire Marshals

Fire marshals are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Be familiar with the organisational emergency procedures.
2. Taking appropriate and effective action if a fire occurs.
3. Identifying hazards in the workplace and recording and reporting their observations.
4. Ensuring that escape routes and doors are kept clear and available for use.
5. Ensuring fire doors are kept closed.
6. Checking suitable and sufficient notices are displayed.

If a fire is discovered, the fire marshals should:

- Ensure that the alarm has been raised.
- Check that manufacturing processes have been made safe.
- Collect roll call registers.
- Evacuate students and staff from the building or area involved and check that any staff or visitors with disabilities are assisted as planned.
- Ensure the fire service has been called.
- Go to the designated assembly point; The playground (basketball court).
- Conduct a roll call.
- Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise.
- Report to the senior manager to confirm all persons are accounted for and report any persons missing.

FIRE WARDENS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE

Fire drills will be carried out at least once per term to maintain standards and practice evacuation in preparation for actual emergencies.

First Aiders / Emergency Responders

First Aiders and or emergency responders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures.
2. Maintaining their qualification status as an approved first aider/emergency responder.
3. Attending appropriate additional courses to maintain their expertise as required and remain up to date on the latest treatments.
4. Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
5. Taking charge when someone is injured or falls ill and providing treatment or advice within the limits of their training and experience, and ensuring the professional services have been contacted if necessary or requested.

6. Checking that appropriate and sufficient first-aid boxes are sited about the premises and that they are properly stocked and maintained.
7. Recording details of all accidents and treatments in the site accident book.
8. Ensure there is a medical room on site.
9. Ensuring the relevant manager is advised of all accidents and incidents to ensure the appropriate investigations can be completed.

Security

All staff are responsible for ensuring that the premises are always safe and secure:

1. Access to the building is restricted to members of staff.
2. All young people and visitors are requested to use the intercom to gain access to the building.
3. All staff, young people and visitors must use the signing-in and out procedure.

Trips and Visits

OMG have a separate policy and procedure for off-site visits.

Arrangements

The following arrangements will be adopted to ensure that Governors and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site.

1. Fire Safety

1.1. General Procedures

OMG Fire Risk Assessment and Fire and Emergency Plan will be reviewed annually; documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

Appropriate instruction and training relating to fire safety, including safe evacuation and emergency procedures, will be provided to staff and recorded. Appropriate information/instruction will be provided to students/visitors/contractors.

Where staff, students or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

1.2. Fire Drills and Alarm Activations

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service does not respond unnecessarily. Following either a planned or unplanned

evacuation of the building, a debrief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded. The fire service will be informed of all incidents of fire, even if they are small and extinguished.

1.3. Accident Reporting

OMG have a separate policy and procedure for Accident reporting.

1.4. Display Screen Equipment (DSE)

Regulations that cover the use of display screen equipment are covered by the Health and Safety (Display Screen Equipment) Regulations. The Head Teacher will ensure the following arrangements are followed:

Any employee that uses a computer receives information on health and safety relating to display screen equipment use. DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for:

- All staff that use display screen equipment as a significant part of their normal work, and
- Those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily, have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.

Actions identified in self-assessments are implemented. Self-assessments are reviewed regularly when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used). Self-assessments are repeated if there is a reason to suspect they may no longer be valid, e.g. if a user starts complaining of pain or discomfort.

1.5. Driving and Transport

The Head Teacher must ensure that the following is undertaken:

Use of private vehicles for business use:

- The driver holds the appropriate licence for the vehicle being driven
- The driver is fit to drive the vehicle
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition
- The vehicle is insured for business use
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required)
- Safety restraints are worn whilst the vehicle is in motion.

For further details, please look at the Driving at Work Policy.

Use of minibuses for off-site visits:

- The driver meets the age, licencing and experience criteria for driving minibuses as laid down in section 10 of the driving policy
- The driver is fit to drive the vehicle
- The vehicle is taxed, has a valid MOT, is adequately insured and is in a roadworthy condition
- The vehicle is maintained and serviced on a regular basis as part of a scheduled maintenance programme and is subject to formal safety inspections.
- The vehicle is operated under a Section 19 Permit, and the permit disc is present and on display in the vehicle.
- A record of the vehicle's usage is kept.
- The vehicle is fitted with a suitably sized first aid kit and fire extinguisher.
- A code of conduct indicating expectations in relation to behaviour is employed, and adequate supervision of young people is in place to prevent disruption to the driver.
- The vehicle is fitted with the correct safety restraints and child seating for the age and height of the child (where required)
- Safety restraints are worn whilst the vehicle is in motion.

For further details, please look at Off-site Activities Policy and Procedures.

1.6. First Aid

OMG have a separate policy and procedure for First Aid.

1.7. Stress Management

OMG acknowledges that there are many factors, both work-related and personal, that may contribute to staff ill health, including stress.

The school will follow the principles of the HSE guidance 'Managing the causes of work-related stress'. The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues.
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and, where appropriate, assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

1.8. Prevention of Work-Related Violence, Including Lone Working

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the

site-specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

- Staff are advised to:
  - avoid confrontation if possible
  - withdraw from situation
  - arrange seating so that a clear escape route from the room to a place of safety is available.
  - Sit near the door, or use a room with two doors
  - follow measures/ procedures identified in violence and assaults risk assessment
  - and contact emergency services as appropriate.
  - Inform the Head Teacher or a member of the senior management team if a confrontation has taken place.

- School will:
  - Ensure the Head Teacher or member of the senior management team attends the site upon being informed of an incident if considered necessary
  - have in place procedures for the reporting of incidents
  - offer counselling/ support through Occupational Health
  - debrief individuals following any incident
  - provision of training on how to manage conflict and aggression as required
  - review the violence and assault risk assessment following any incident.

For further details, please look at Lone Working Policy.

Monitoring & Review for health and safety

Health and safety performance shall be monitored on an ongoing basis. Senior management shall monitor health and safety performance at SLT meetings; this shall include a review of health and safety audits, accidents and near misses. The Health & Safety Competent Person shall carry out quarterly inspections to check compliance with this policy and an annual health and safety audit.