



Health and Safety Policy

1. Policy statement

It is Wendover Online School's policy to provide, as far as is reasonably practicable, a safe and healthy workplace and safe systems of work for our employees and any others who may be affected by our activities or products.

This policy has been established and is maintained under the responsibility of the Principal and Senior Leadership Team (SLT) to meet the requirement of the Health and Safety at Work Act (1974). Details at <https://www.legislation.gov.uk/ukpga/1974/37/contents>.

Via our policy, Wendover Online School ('the school') will:

- demonstrate commitment to the policy by developing a continuously open and effective relationship with regulatory authorities and employees
- fully comply with legislative requirements and codes of practice
- aim to continually improve the standard of safety of our operation by seeking to systematically eliminate, or where this is not possible, control all potential risks
- bi-annually review this policy, and if necessary, update it to take account of new developments in legislation.

2. Accidents and first aid

This section of the policy covers the arrangements for the treatment of injuries at the school's physical office for the reporting of accidents and incidents. More information about the statutory duty to report certain accidents to the Health and Safety (Enforcing Authority) can be found at <https://www.hse.gov.uk/riddor/when-do-i-report.htm>.

2.1. First aid provision

At the physical office site of The HIF, the Appointed Person is Sarah Bacon, Principal. This includes looking after any equipment, facilities and calling the emergency services.

2.2. External medical assistance

If an injury, or illness at work, is considered sufficiently serious to require medical attention, or some other form of external assistance, the Appointed Person should seek assistance by dialling 999 from the nearest available telephone. The following information should be given:

- Type and seriousness of injury or illness.
- Location and directions for vehicle access.

- Brief description of the accident and any special rescue equipment needed.
- Do not ring off until you are sure that the emergency services have all the information they need.
- It is important to ensure that the injured person, and others, are protected from further danger by shutting off any equipment if this can be done safely, cordoning off the area and by warning any other persons undertaking similar operations.
- Do not use any equipment that has been involved in an accident until it has been checked for safety and any investigation has been completed.

2.3. Recording and reporting accidents

Details of any minor injury received at work must be entered in the accident book. The record should include accidents to visitors, members of the public or contractors working, visiting, or accessing sites owned or occupied by the school.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (<https://www.hse.gov.uk/riddor/reportable-incidents.htm>), certain injuries must be formally reported. These include:

- fractures (other than to fingers, thumbs, and toes)
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- any injury likely to cause permanent blinding or reduction in sight in one or both eyes
- any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
- serious burns (including scalding) which:
 - cover more than 10% of the body
 - cause significant damage to the eyes, respiratory system, or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

You should refer to the detailed guidance at <https://www.hse.gov.uk/riddor/specified-injuries.htm>.

Details of how to report under RIDDOR can be found at <https://www.hse.gov.uk/riddor/report.htm>.

3. Risk assessment

See Risk Assessment Policy at <https://wendoveronlineschool.com/about/policies/>.

4. Responsibilities

On a school-wide basis, health and safety issues will be monitored and reviewed by the Appointed Person. All employees are responsible for reporting and identifying health and safety risks and improvements.

5. Office safety

All employees spend the majority of their working time in an office environment; office safety is therefore important. Good practice in the storage of goods and paperless processes are at the heart of safe working. In particular, they are crucial to fire safety and the maintenance of security.

6. Display screen equipment

The school will ensure that all display screen users working at The HIF are provided with equipment and furniture which is compliant with the Display Screen Equipment Regulations 1992.

All employees working remotely use display screen equipment for their work. Proper layout and management of the working area are vital for comfort and the avoidance of health-related problems.

The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

<https://www.hse.gov.uk/pubns/ck1.pdf>

7. Homeworking

The school's duty of care extends to employees who work from home. The school will ensure that any work equipment provided to homeworkers such as PCs or laptops is regularly checked and kept in good condition so that it does not cause harm to the homeworker or other persons. The school will only be responsible for the equipment that it supplies. Electrical sockets and other parts of the home worker's domestic electrical system are their responsibility.

To reduce the risk of stress associated with being isolated from the workplace, the school ensures that there is regular communication between them and other employees. Homeworkers attend staff meetings, and other departmental and team initiatives.

8. Online safety

Wendover Online School takes cybersecurity very seriously. We have met all criteria to be awarded cybersecurity certification that covers all devices and cloud services.

Certificate number: 01ad146d-0da7-4a9d-a287-162c9bd3b2d4

Awarding body: Cyber Essentials

Issue date: 16.05.2024

Expiry date: 15.05.2025

For more information on what we require from students and parents and copies of our Acceptable Use Agreements, please see the Responsible Use Policy at <https://wendoveronlineschool.com/about/policies/>.

9. Driving and transport

The Principal ensures that where private vehicles are used 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.

10. Health and wellbeing

The school recognises that whilst a certain degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and performance at work. The school is committed to promoting good health at work and it is therefore concerned to recognise any negative effects that stress may have on individual members of staff and provide suitable support mechanisms.

The school will encourage a working environment and culture where work-related stress is treated seriously.

Policy review

This policy is designed to set good practice standards. However, the school recognises that best practice develops over time and, as such, will update it regularly in light of experience and as a result of changes in legislation or its own internal organisation and policies. As with all Wendover policies, this policy will be reviewed according to our comprehensive policy review calendar.

Date of policy: May 2023

Date of review: May 2024