



Health and Safety Policy

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1. Policy statement

Wendover Online School is committed to providing, as far as reasonably practicable, a safe and healthy environment for our students, staff, and anyone affected by our activities. This includes ensuring safe systems of study and work, both online and in person, for all stakeholders.

This policy is developed and maintained under the guidance of the Proprietor, Principal, and Senior Leadership Team (SLT) to comply with the Health and Safety at Work Act (1974). For details, please refer to [Health and Safety at Work Act \(1974\)](#).

Through this policy, Wendover Online School commits to the following.

- Adhering to the Health and Safety legislation relevant to Wendover Online School.
- Fostering ongoing collaboration with regulatory bodies and employees to ensure a proactive and transparent approach to health and safety.
- Striving for best practices in health and safety across all aspects of our operations.
- Promoting safe systems of work for staff and students at all times.
- Providing a safe and healthy work environment across all settings – online, at home, in the office, and during school trips.
- Taking all reasonable measures to prevent accidents and work-related ill-health.
- Ensuring safe office facilities with adequate access, egress, and equipment for all.

- Offering adequate training, information, and supervision to staff, students, and families to ensure they are aware of health and safety risks and know how to mitigate them.
- Clarifying legal and moral responsibilities for health and safety to all staff members.
- Maintaining proper welfare facilities both for online practices and at the Wendover Office.
- Complying fully with relevant legislation and codes of practice.
- Committing to continuous improvement, by working to eliminate, or where elimination is not possible, control potential risks.
- Reviewing and updating this policy annually, taking into account any changes in legislation or best practice recommendations.

2. Responsibilities of the Proprietor and Principal, are to:

- ensure the implementation and review of this Health and Safety Policy, both on a regular schedule and as required.
- allocate necessary resources for health and safety management.
- appropriately delegate staff to:
 - conduct regular risk assessments and audits covering the activities that fall within their area of competence.
 - ensure compliance with health and safety legislation.
 - provide clear guidance, training and support as required to staff and families.
 - maintain a high profile for Health and Safety advice within the school community at large, ensuring strong visibility and positive messaging that is frequently reinforced through appropriate channels.
 - investigate and (where necessary) report any health and safety incidents.

3. Key health and safety areas for the school

3.1. Physical office

The registered company address of Wendover Online School is:
 The HIF, Blisworth Road, Gayton, Northamptonshire, NN7 3EY, UK
 (Registered company 08780114)

Accidents and first aid

This section of the policy covers the arrangements for the treatment of injuries at the school's physical office and 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>.

First aid provision

At the physical office site of The HIF, the Appointed Person is Sarah Bacon, Proprietor. This includes looking after any equipment, facilities and calling the emergency services. The Proprietor is trained to deliver First Aid.

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.

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/Wendover Online School personnel 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>.

Risk assessment

Risk assessments for the physical office and for Fire are written and updated if circumstances change or new legislation requires additional procedures.

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

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.

Driving and transport

The Proprietor 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.

3.2. Staff working at home

Home office safety

All employees and contractors working for Wendover Online School are required to complete a *Working from Home Health and Safety checklist*. The checklist covers manual handling; work environment; emergency exits; security; electrical safety; health; safety equipment (first aid and smoke detectors), ergonomics; monitor; work practices.

Staff are required to send in a photograph of their workspace and to inform the Principal and Lead Administrator of any incidents or changes to their work area. The checklist is made available to staff in the Staff Room SharePoint and is checked at induction.

Staff are reminded of good health and safety practices at the start of each year in INSET and at least termly in the weekly staff newsletter.

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.

Display screen equipment

All staff 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 staff 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. The checklist is made available to staff in the Staff Room SharePoint. <https://www.hse.gov.uk/pubns/ck1.pdf>

Lone working

The school will ensure that any work equipment provided to lone workers such as PCs or laptops is regularly checked and kept in good condition so that it does not cause harm to the lone worker or other persons. The school will only be responsible for the equipment that it supplies. Electrical sockets and other parts of the lone worker's domestic electrical system are their responsibility. Teachers are responsible for keeping their own devices in reasonable condition.

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

Every staff member has a WhatsApp group with the relevant Heads of Key Stage, the Principal and the Lead Administrator. This allows for immediate communication and for teachers to be readily supported.

Staff receive a weekly newsletter and an invitation to short weekly CPD.

The school puts on at least two social events each year, one online and one face to face, to which all staff are invited. On a lighter note, birthdays are remembered and all staff receive a Christmas present!

Online safety

Wendover Online School takes cybersecurity very seriously. We have met all criteria to be awarded cybersecurity certification that covers staff 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

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.

3.3. Students studying at home

When a student joins the school, the importance of a safe studying environment is discussed with parents/carers. Parents are sent guidance and the *Students studying at home: Health and Safety Checklist*. The guidance covers a good study environment; emergency exits; safeguarding; electrical safety; health and safety equipment checklist; ergonomics; monitor; good study practices, e.g. regular breaks and change of position. This checklist can also be found in the Parent and Student Handbook.

Students are also reminded of Health and Safety at induction and it is revisited in Group Tutorials and PSHE during the academic year.

Display screen equipment

Proper layout and management of the working area are vital for comfort and the avoidance of health-related problems.

The following checklist is recommended to help students and their parents/carers 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>

Health and safety responsibilities

While the School must have due regard for all Health and Safety matters according to UK Laws, the majority of health and safety responsibilities for students lie with the adults who have control over their child's home learning environment.

Parents/carers must:

- follow the school's health and safety guidelines.
- report any health and safety concerns to a member of staff.

3.4. Educational visits and trips organised by the school

Educational visits and trips, whether meetups or visits to places of cultural interest, activity centres, etc. will increasingly form part of Wendover Online School's offer. For details on how these trips are planned, organised, risk assessed and led, please see our Educational Visits and Trips Policy at <https://wendoveronlineschool.com/about/policies/>.

4. Implementation of the Health and Safety Policy

- On a school-wide basis, health and safety issues will be monitored and reviewed by the Principal, SLT and the Proprietor. Health and safety is a standing item on the weekly SLT meeting agenda.
- At induction, of staff and students, those responsible for the Health and Safety Policy will go through safe working practices.
- Health and safety practices are referenced in the student, parent and staff handbooks.
- Students and staff are reminded of safe practice in student group tutorial classes and staff training respectively.
- Health and safety matters are addressed in the staff newsletter at least once a term.
- All staff are responsible for reporting and identifying health and safety hazards, risks and improvements for both them and their students.
- Risk assessments will be written for all activities where there may be hazards including class activities, club activities and school trips.

NB Wendover Online School's leadership team are available to offer guidance on appropriate health and safety working practices for its staff and students, but the majority of health and safety responsibilities will lie with the staff working remotely who have control over their working environment, and the adults who have control over the child/student's home learning environment.

This policy should be read in conjunction with the following policy documents:

- Safeguarding and Child Protection Policy
- Behaviour for Learning Policy
- Staff Code of Conduct
- Risk Assessment Policy
- Anti-Bullying Policy
- Educational Visits and Trips Policy

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/>.

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 last review: November 2024

Date of next review: November 2025