

# Oarsome Chance Health and Safety Policy



<b>Policy approved:</b>	September 2023	Board Of Trustees
<b>Signed:</b>	<i>P Naphine</i>	CEO
<b>Signed:</b>	<i>G Whitehead</i>	Chair of Trustees
<b>Policy reviewed</b>	August 2023	
<b>Date of next review &amp; frequency</b>	August 2025	Two Yearly or sooner if changes occur

## Contents

PART 1: Statement of intent.....	3
Introduction .....	3
Aims .....	3
Legislation.....	3
PART 2: Roles and responsibilities .....	4
Shared Sites .....	6
Accidents and Incidents.....	6
Accident recording.....	6
Accident and incident investigations.....	7
Asbestos .....	9
Control of Substances Hazardous to Health (COSHH).....	9
Electrical safety.....	10
Equipment and machinery .....	10
Sports equipment.....	10
Fire.....	10
First Aid.....	11
Gas safety.....	11
Housekeeping .....	11
Infection prevention and control .....	11
Legionella .....	13
Lone working .....	13
Manual handling .....	14
Off-site visits and activities .....	14
Risk assessments.....	14
Site security .....	15
Smoking and vaping .....	16
Stress and wellbeing.....	16
Substance Misuse .....	16
Training.....	17
Violence at work .....	18
Vulnerable persons.....	18
Working at height.....	18
Monitoring and review.....	18
Links with other policies.....	19

## Health and Safety Policy

### PART 1: Statement of intent

#### Introduction

It is our policy to conduct our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate.

#### Aims

Oarsome Chance (OC) aims to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons.
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety.
- Consult with all staff on matters affecting their health, safety, and welfare.
- Provide and maintain safe systems, equipment, and machinery.
- Ensure safe handling, storage, and use of substances.
- Provide appropriate information, instruction, and supervision for everyone.
- Ensure staff are suitably trained and competent to do their work safely.
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries, and ill-health
- Assess risks, record significant findings, and monitor safety arrangements.
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

#### Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.

Oarsome Chance follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on when responding to infection control and pandemic issues. This includes the government guidance on [living with COVID-19](#) when responding to infection control issues.

## **PART 2: Roles and responsibilities**

### **The Board of Trustees**

The board of trustees has ultimate responsibility for health and safety matters in Oarsome Chance, but delegates responsibility for the strategic management of such matters, operational matters and day to day responsibility to the CEO.

The CEO delegates operational matters and day-to-day tasks to the site Project Managers and appointed staff members.

The Board of Trustees has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the premises.

The Board of Trustees, as the employer, also has a duty to:

- Assess the risks to staff and others affected by work activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

Health and Safety is overseen and monitored by the Health and Safety Manager on behalf of the Trustees and CEO.

### **Chief Executive Officer (CEO) and Leadership Team**

The CEO and Leadership Team is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy.
- Ensuring there is enough staff to safely supervise students.
- Ensuring that the building and premises are safe and regularly inspected.
- Providing adequate training for staff.
- Reporting to the board of trustees on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

In the CEO's absence, The Leadership Team assumes the above day-to-day health and safety responsibilities.

### **Health and Safety Manager**

The Board of Trustees and CEO delegates responsibility for health and safety management to the Health and Safety Manager. The Health and Safety Manager will manage, advise, and coordinate health and safety matters on behalf of, and under the direction of the CEO and trustees. They will:

- Ensure that staff are provided with adequate health and safety information, training, and instruction.
- Manage all integral and specific risks relating to the organisation's functions.
- Ensure all activities are risk assessed, and necessary controls are implemented, in accordance with the review schedule on the Health and Safety Management System.
- Ensure termly safety walk rounds and inspections are carried out.
- Undertake risk assessments to ensure significant hazards are assessed and risks are managed to prevent harm.
- Manage, review, and evaluate health and safety policies and procedures, ensuring Oarsome Chance complies with all legislation and guidance.
- Compile a report for the board of trustees for each meeting of the board.

- Keep up to date with current legislation and guidance relating to health and safety and undertake any training to ensure they work within their level of competence.
- Seek appropriate guidance from the Health and Safety Executive, the Charities Commission, the Department for Education, Local Authorities, and other sources as required.

### All Staff

Oarsome Chance staff have a duty to take care of students, colleagues, visitors, and others within the workplace.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with Oarsome Chance on health and safety matters.
- Work in accordance with training and instructions.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.

### Students and parents

Students and parents are responsible for following Oarsome Chance's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### Contractors

Contractors will agree health and safety practices with the leadership team and/or Health and Safety Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## PART 3: Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Oarsome Chance and are to be used alongside other current procedures & policies.

In carrying out their normal functions, it is the duty of all leadership, managers, and employees to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### Shared Sites

Oarsome Chance occupies premises owned by other organisations. The arrangements in this policy reflect the responsibilities of Oarsome Chance, as agreed in terms of the leases. Where responsibility lies with the landlords, this is stated within the policy.

The site situated in Gosport is on the premises of St Vincent College, owned by the Lighthouse Academy.

The site situated in Havant, is on the premises of the Apex Centre, managed by Park Community School and owned by Havant Borough Council.

### Accidents and Incidents

#### Accident recording

For students, staff and others, an accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. Accident forms are in the accident report form book located at:

- Boathouse – in the Main Office in the pink folder inside the large white cupboard
- Apex - in the Main Workshop under the sink inside the drawer labelled Accident Book.

As much detail as possible will be supplied when reporting an accident.

Records held in the first aid and accident book will be retained by Oarsome Chance for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

#### Reporting to the Health and Safety Executive

The Health and Safety Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The CEO will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e., by telephone) and followed up in writing within 10 days.

#### Staff: Reportable injuries, diseases, or dangerous occurrences

These include:

Death

Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes 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 or requires resuscitation or admittance to hospital for more than 24 hours.

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the CEO will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g., from exposure to strong acids or alkalis, including domestic bleach.
- Hand-arm vibration syndrome
- Occupational asthma, e.g., from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent.

Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to Oarsome Chance include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.
- An electrical short circuit or overload causing a fire or explosion.

**Students and other people who are not at work (e.g., visitors): reportable injuries, diseases or dangerous occurrences.**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from or was in connection with a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment.

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g., inadequate supervision of a trip)
- The way equipment or substances were used (e.g., machinery, CoSHH products); and/or
- The condition of the premises (e.g., poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report.](#)

The appointed person or another member of staff will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

**Reporting to Charities Commission, referral schools and other agencies**

The CEO will notify the referral school and any external agencies (such as child protection) of any serious accident or injury to, or the death of, a student while in Oarsome Chance’s care.

The CEO will notify the Charities Commission of any serious accident, illness, or injury to, or death of, a student while in Oarsome Chance’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### **Accident and incident investigations**

Accident and incident investigations will be undertaken in accordance with the procedures laid out below:

#### **Step 1: Deal with the immediate risk**

- Make the situation safe and prevent further injury or damage.
- Provide First Aid if appropriate and call emergency services if necessary.
- Record the scene.
- Report incident in line with accident and investigation procedure.

**Step 2: Gathering Information:**

- Undertake interviews promptly and separately. Talk to; the injured person (if possible), the first aider, any witnesses to the incident, the immediate manager and anyone else who can provide any information
- **Where, when and who:** Detail the time of the accident, who was injured / involved and, give as much information as possible about the exact location of the incident.
- **How and what:** Identify what happened leading up to the accident, how the accident happened, and the resulting injury (description of the injury and location e.g. ring finger left hand)

**Step 3: Analyse the information:**

There are many factors that can contribute to accidents/ incidents; however, these can usually be broken down into four major categories: people, equipment, materials, and the environment.

**Under the four categories: Consideration should be given to the following:**

**People:**

- Knowledge, experience, skill, understanding, training
- Physical capability
- Workload
- Safe work practices and procedures
- Documentation of hazards (Risk assessments etc.)

**Equipment:**

- Design
- Use
- Preventative maintenance
- Hazard recognition, evaluation, and control

**Materials:**

- Manufacturer's specifications
- Use
- Hazard recognised, evaluated and controlled
- Safe work practices and procedures

**Environment:**

- Lighting
- Site/premises layout
- Housekeeping
- Weather conditions

**Step 4: Make Recommendations:**

Once the main cause/s of the incident is/ are identified, a set of well thought-out recommendations should be developed as a means of preventing a similar event in the future.

**Recommendations should:**

- Be clearly written.
- Be as specific as possible - what, when and where
- Identify target dates for implementation and follow up.
- List resources required for implementation (replacement of equipment, arrangement for repairs, implementation of a checking routine or new procedures, arrangements for training, increase in supervision, communication of health and safety procedures)

**Step 5: Complete Report:**

The purpose of the accident/incident investigation report is to communicate the investigation and document recommendations for corrective action. Accident/incident investigation reports may be used as evidence during legal proceedings; therefore, it is important that the report is fully complete. All personal information should be removed before distribution of the investigation report and before communicating the investigation findings.



### Step 6: Follow Up:

Accident / incident investigation should identify those responsible for:

- Implementing corrective actions within the assigned time frame
- Meeting time-lines for implementing the corrective actions
- Evaluating corrective actions to ensure they are effective
- Sharing the investigation findings with workforce

### Asbestos

Staff are briefed on the hazards of asbestos, the location of any asbestos in the workplace and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

A record is kept of the location of asbestos that has been found on site by the landlords and shared with Oarsome Chance. Oarsome Chance keeps a copy of this in the Health and Safety folder on both sites.

### Control of Substances Hazardous to Health (COSHH)

Oarsome Chance is required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals.
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Health and Safety Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in the original containers, with clear labelling and product information.

All hazardous substances are stored in the secure and signed storage when not in use which is in the Tin Shed at the Boathouse and the COSHH Cupboard at the Apex. Flammable substances are stored in the metal flammable CoSHH cupboards. These areas are to always remain locked.

When using a harmful substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### Driving

All drivers will complete suitable training prior to being permitted to drive and carry out checks on vehicles.

Vehicles will be fit for purpose and in safe condition. Drivers will complete and record pre-use checks before every journey. Vehicles will be inspected and serviced within the timeframes required for the vehicle and its age.

## Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out at least every two years. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and cost towards glasses provided if required specifically for DSE use).

## Electrical safety

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the Health and Safety Manager immediately.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repaired.

Equipment testing/inspection can only be carried out by a competent person.

All portable electrical equipment will be PAT tested annually by a competent person.

Personal electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

## Equipment and machinery

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate standards.

All equipment is stored in the appropriate storage containers and areas. All areas are labelled with the correct hazard sign and contents.

Any potential hazards will be reported to the Health and Safety Manager.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repaired.

## Sports equipment

Staff check that equipment is set up safely before students' use of equipment.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use or cordoned off until repaired.

## Fire

Arrangements regarding fire safety are set out in the site Fire Evacuation Plans. The Health and Safety Manager is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Fire risk assessment of the premises is reviewed at least annually by the Health and Safety Manager and shared with staff.

Emergency evacuations are practiced at least once a term.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks.

### **In the event of a fire:**

The alarm will be raised immediately by whoever discovers the fire, and emergency services contacted. Evacuation procedures will also begin immediately.

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.

Staff and students will congregate at the assembly points. These are:

- By the staff car park at the far end of the Apex
- In the first car park at the Boathouse.

Roll call officers will ensure students are accounted for by checking against the student attendance register of that day. They will ensure staff are accounted for by checking against the staff sign-in sheet for that day. They will ensure visitors are accounted for by checking against the visitors signing in book.

Staff and students will remain outside the building until the emergency services say it is safe to re-enter.

Special arrangements will be put in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

## **First Aid**

Arrangements regarding first aid provision are set out in the First Aid Policy.

The names and locations of the first aid trained staff on site are listed in the first aid policy and clearly signposted around the sites.

A needs assessment of the first aid requirements is completed annually by the Health and Safety Manager. This details the number of first aid staff required.

First aid provision is regularly monitored by the Health and Safety Manager, and equipment checks are conducted and recorded termly by the First Aid appointed persons.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

## **Gas safety**

There are no gas appliances used by Oarsome Chance.

The landlords are responsible for the installation, management and maintenance of any gas pipework, appliances and flues present on the buildings and premises.

## **Housekeeping**

Good housekeeping is an essential factor in effective health and safety. The following conditions will be adhered to:

- All corridors and passageways kept free from obstruction.
- Shelves in storerooms and cupboards stacked neatly and not overloaded.
- Floors kept clean, dry, and free from slip and trip hazards.
- Emergency exits, and fire doors not obstructed in any way.
- Supplies stored safely in their correct locations.
- Rubbish and litter cleaned and removed at the end of each working day.
- Poor housekeeping or poor hygiene conditions reported.
- Good hygiene practices implemented.

## **Infection prevention and control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues.

We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable:

**Handwashing**

Wash hands with liquid soap and warm water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals.

Cover all cuts and abrasions with waterproof dressings.

**Coughing and sneezing**

Cover mouth and nose with a tissue.

Wash hands after using or disposing of tissues.

Spitting is not acceptable and is discouraged.

**Personal protective equipment**

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids.

Wear goggles if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment.

**Cleaning of the environment**

Clean the environment frequently and thoroughly.

**Cleaning of blood and body fluid spillages**

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

Make spillage kits available for blood spills.

**Laundry**

Wash laundry in a separate dedicated facility.

Wash soiled linen separately and at the hottest wash the fabric will tolerate.

Wear personal protective clothing when handling soiled linen.

If clothing is being sent home, bag the soiled clothing, never rinse by hand.

**Clinical waste**

Always segregate domestic and clinical waste, in accordance with local policy.

Used pads, gloves, aprons, and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Remove clinical waste with a registered waste contractor.

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

**Animals**

Wash hands before and after handling any animals.

Keep animals' living quarters clean and away from food areas.

Dispose of animal waste regularly and keep waste away from students.

Supervise students when petting animals.

**Infectious disease management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and students to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms and ensure surfaces that are frequently touched are regularly cleaned.

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

### **Students vulnerable to infection**

Some medical conditions make students vulnerable to infections that would rarely be serious in most young people. Oarsome Chance will normally have been made aware of such vulnerable young people.

### **Exclusion periods for infectious diseases**

Oarsome Chance will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

### **Legionella**

A water risk assessment is conducted by the landlords, copies have been supplied to Oarsome Chance.

The Health and Safety Manager is responsible for ensuring that the identified operational controls are conducted by appointed staff and this is recorded.

The risks from legionella are mitigated by the following:

- Flushing of taps and outlets used infrequently (over 7 days)
- Descaling of taps, outlets, and showers quarterly

Maintenance and servicing of hot water heaters is conducted by a competent contractor at least annually. The landlords at Apex are responsible for this. Oarsome Chance is responsible for this at the Boathouse.

### **Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning
- Working from home as part of your role, as agreed by the leadership.

Lone working increases the risks to the individual and as such needs to be kept to a minimum (both in terms of the frequency of lone working and the time spent undertaking the activity). To further reduce the risks, lone workers should not undertake hazardous tasks whilst working alone. This includes:

- Working at Height
- Using hazardous equipment/tools
- Using dangerous/hazardous substances.

If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

At the Boathouse, there is to be NO lone working (one staff member onsite).

At the Apex, lone working is permitted as long as the staff member secures the premises and follows the control measures within the risk assessments.

Lone working risk assessments are completed by the Health and Safety Manager and reviewed at least every three years. Lone working risk assessments are circulated to all staff and are available to view on Teams.

### Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

We will ensure that proper mechanical aids and lifting equipment are available in the workplace, and that staff are trained in how to use them safely.

Staff and students are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable.

Any significant manual handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

The Health and Safety Manager carries out the risk assessments at least every three years and puts in place control measures for staff to follow. Risk assessments are circulated to staff and available to view on the system.

### Off-site visits and activities

Arrangements regarding offsite visits and activities are set out in the Offsite Visits Policy. When taking students off the premises, we will ensure that:

- Risk assessments are completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a work mobile phone, a portable first aid kit, information about the specific medical needs of students, along with the parents' contact details.
- There will always be at least one first aider on trips and visits.

### Risk assessments

General risk assessment management is managed by the Health and Safety Manager in accordance with the guidance and regulations from the Health and Safety Executive (HSE).

Risk assessments must be undertaken for all areas where a significant risk is identified, or a possibility of such risk exists.

The Health and Safety Manager is the trained risk assessor who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding of the area, task, or equipment being assessed.

All risk assessments and associated control measures are to be approved and signed by the Health and Safety Manager prior to implementation.

Completed risk assessments are listed in the assessment register and will be reviewed at least every three years in accordance with each risk assessment's review date as listed on the register.

Staff will be informed, where appropriate, of hazards and control measures identified in risk assessments. Risk assessments will be shared with staff and relevant third parties following reviews and when there are changes.

### Site security

At Apex, the landlord is responsible for the security of the site in and out of working hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

At the Boathouse, Oarsome Chance is responsible for the security of the site occupied by Oarsome Chance, in and out of working hours. Oarsome Chance is responsible for visual inspections of these areas, and for the intruder and fire alarm systems for the Oarsome Chance area.

At the Boathouse, the Workshop Manager, Project Manager and Office Manager are key holders for areas occupied by Oarsome Chance. The landlord's site manager will be contacted in an emergency.

At Apex, the Project Manager and Admin Assistant are key holders for areas occupied by Oarsome Chance, the landlord's site manager will be contacted in an emergency.

### Security risk assessment

A risk assessment is undertaken by the Health and Safety Manager every three years or sooner. The assessment considers the extent of physical controls, such as access and egress, fences and barriers, and the risk presented by visitors/public/contractors.

The security measures put into place have taken into account the need to balance the need to remain a welcoming environment whilst ensuring the safety of all our students and staff.

### Safeguarding

All staff, including volunteers are DBS enhanced checked. Where a DBS check is in progress, a DBS risk assessment is conducted. Further information on our safeguarding measures is in our child protection policy, safeguarding policy and safer recruitment policy.

### Buildings and grounds

Oarsome Chance will take all reasonable efforts to control access to the building and grounds to prevent unauthorised access to students and ensure the personal safety of staff.

Unknown/unauthorised visitors will be challenged by staff.

CCTV is installed on both sites and staff closely monitor the movement of vehicles whilst present on the premises.

All staff, volunteers, and regular workers contracted by Oarsome Chance are issued with a badge/lanyard, to be worn at all times.

### Control of visitors

The control of visitors is a fundamental part of our site security for the safeguarding of both people and property.

All visitors must sign in upon arrival.

Staff are encouraged to use available offices/meeting rooms when conducting interviews with visitors.

Visitors on site will be accompanied by a member of staff to their destination and will be escorted by a member of staff when they leave the site.

Any person on site without a badge/lanyard may be challenged and asked to accompany a member of staff to their line manager or asked to leave the site. Any refusal to leave will be reported to the police.

Any acts of violence or aggression will be reported to the police

Visitors will not remove any items of property without the express permission of site staff.

For their own safety, authorised visitors will be given appropriate information on the health & safety procedures such as fire safety and first aid.

### Supervision of students

The overall safeguarding strategy requires that at all times, the security of students is achieved by competent supervision by authorised site staff.

### Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked; therefore, they should not have unsupervised access to young people.

They will be controlled as follows:

- Where possible, arrangements for contractors to be on site will be made for during provision holidays and outside of provision hours.
- All contractors will be expected to sign in.
- Contractors will park in authorised parking areas only.
- Contractors will only carry out work agreed at the start of the contract and at the times agreed.
- Contractors will be supervised by site staff.
- Contractors will comply with the contractors' risk assessment.

### **Cash handling**

Staff should avoid keeping cash on the premises whenever possible.

Secure containers should be used and kept locked.

Staff should avoid handling cash in visible areas.

Any money requiring banking should be carried out at irregular times, particularly where substantial sums are involved.

### **Valuable equipment**

All valuable items will be recorded in the asset register.

Items of value, including portable equipment will not be left unattended in rooms where there is public access. In such locations, the room will be locked when it is vacated.

Wherever possible, valuable items will not be left where visible from outside.

The security risk assessment will consider the location and security arrangements for high value equipment, for example ICT equipment.

### **Personal property**

Personal property will remain the responsibility of its owner. This includes both staff and student's personal property. Staff and students are discouraged from bringing any valuable personal property on site.

### **Smoking and vaping**

Smoking is only permitted in the designated smoking area outside of the buildings. Cigarettes must be fully extinguished before they are placed in the allocated cigarette bin, and combustible materials such as paper or empty cigarette packets are not to be placed in the cigarette bin.

### **Stress and wellbeing**

Oarsome Chance is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place in the workplace for responding to individual concerns and monitoring staff workloads.

We manage stress and workload by:

- Reviewing job/workload allocations during performance management.
- Maintaining an open, listening management system that responds quickly to problems.
- Employee support and counselling provided by Health Shield.

Stress management through risk assessment and appropriate consultation with staff will be annually reviewed and acted upon in accordance with the staff wellbeing questionnaire.

### **Substance Misuse**

We acknowledge that alcohol, drug and substance misuse is defined as "the intermittent or continual use of alcohol or any drug or other substance which causes detriment to a member of staff's health, functioning, or performance at work, and which affects efficiency, productivity, safety, attendance, time keeping or conduct in the workplace".

We recognise we have a responsibility to ensure a safe and healthy working environment for all staff and students. We do not condone the excessive and/or inappropriate use of alcohol, or the misuse of drugs/substances, whether illicit or prescribed.



We recognise that a safe and healthy working environment is put at risk by employees who use alcohol and other drugs/substances in such a way that their health, work performance, conduct or relationships at work are adversely affected.

We encourage staff with alcohol and drug/substance related problems to seek help voluntarily and we are fully committed to support the member of staff through this process.

We do not permit any member of staff to be at work if they are under the influence of alcohol (or smelling of alcohol) and drugs. We will take appropriate action through the absence control procedures and the disciplinary process if we judge that absenteeism, presenteeism or misconduct has arisen out of the inappropriate use of alcohol or drugs.

We reserve the right, and with their permission, to undertake drug and alcohol screening of any member of staff.

We will keep all information regarding a member of staff who has difficulties with alcohol or drugs in the strictest of confidence.

### **Screening for Drug or Alcohol Abuse**

The CEO will begin the screening process if it is felt any member of staff is suffering from the effects of drug or alcohol abuse by making a referral to occupational health.

### **Support and Counselling**

Employees will:

- be offered a programme of counselling and treatment instead of potential disciplinary action;
- be granted paid leave of absence to undergo treatment and support;
- in consultation with supervisors determine if it is appropriate to continue in their current job role

### **Disciplinary Action**

Disciplinary action will be taken if a member of staff suffering from alcohol or drugs related problems:

- continues to behave inappropriately after a programme of support and counselling has been exhausted.
- declines to seek assistance.
- discontinues a course of treatment before completion.
- continues inappropriate use of alcohol and drugs.

## **Training**

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as with woodwork equipment, or work with students with special educational needs (SEN), are given additional health and safety training.

The CEO will ensure that all staff are provided with adequate information, instruction, and training regarding their safety at work. A record of training is kept as part of the Single Central Register

All staff will be provided with the following as a minimum training provision:

- Induction training including all the requirements of this health and safety policy.
- Appropriate local training including risk assessments and safe working practices.
- Updated training and information following any significant health and safety changes.
- Specific training commensurate to their own role and activities
- Refresher training as relevant to the requirements of the training and the staff members role and responsibility, that will not exceed three yearly intervals.

Training is delivered via a blended training approach using:

- The National College for Learning, training is assigned to all staff throughout the year.
- Local training and instruction delivered by the Health and Safety Manager. The details of this training including method used, information provided and to who, is recorded in the Health and Safety Management System by the Health and Safety Manager.

## Violence at work

Oarsome Chance believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

Staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager immediately. This applies to violence from students, visitors, or other staff.

Violence between students will be reported on the CPOMS system with all students involved in the incident linked in the concern. This will be in line with our policy on child-on-child abuse.

## Vulnerable persons

Where there are vulnerable persons working or visiting the premises, a risk assessment will be completed. Appropriate procedures will be implemented and arrangements for the health, safety, and welfare of vulnerable persons whilst on site will be suitably managed.

Risk assessments are conducted by the Health and Safety Manager. General risk assessments are conducted and reviewed at least every three years. Specific/individual risk assessments are conducted upon identification/notification of a vulnerable person and reviewed at intervals as identified in the risk assessment.

In conducting these risk assessments, guidance from the HSE website, in addition to guidance from the government and other public authorities will be followed.

Vulnerable persons include:

- Someone with a disability
- Someone with temporary or permanent medical conditions
- Lone workers
- New or expectant mothers
- Staff new to the job
- Young persons (under 18)
- Older persons (including menopause)

## Working at height

We will ensure that work is properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the work.

In addition:

- Students are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Staff are not to improvise or use alternative access methods of their own choice.
- Use of any furniture, including tables and chairs, is forbidden for any work at height.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained and authorised people.

Staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers, and mobile elevated work platforms.

All general work at height will be undertaken in accordance with the on-site general risk assessment for work at height which identifies general requirements and safe working practices. A separate risk assessment will be carried out for higher risk tasks.

## Monitoring and review

This policy will be monitored by the Health and Safety Manager. The policy will be reviewed by the Health and Safety Manager every two years, or sooner if changes occur.

At every review the policy will be approved by the CEO and board of trustees.

### **Links with other policies**

This health and safety policy links to the following policies:

- First aid policy
- Supporting students with medical conditions
- Offsite visits policy
- Fire evacuation plans
- Safeguarding policy
- Child protection policy
- Health and safety risk assessments
- Staff Code of Conduct

This list is not exhaustive, and the policy may have links to other policies and procedures.