



# Health & Safety Policy

## 2024-2025

**Approved by:** Greg Holden (Principal)

**Date:** September 2024

**Review date:** September 2025

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## INTRODUCTION & PURPOSES

Milverton Education (the School) is committed to provide, as far as is reasonably practicable, a safe and healthy environment for all its staff and students, wherever they may be. The School recognises both its responsibilities, and the limitations of its reach, in respect of physical spaces occupied by staff and students working remotely, and seeks to promote - clearly and regularly - the importance of health and safety considerations. This policy sets out how Milverton Education will comply with health and safety laws in all its operations as they relate to all HQ staff, faculty and students.

Via this policy, Milverton Education will:

- Comply fully with relevant legislative requirements, including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), and codes of practice, as they relate to the remote learning and working environment at Milverton Education
- Actively provide and promote a safe and healthy work environment online, at home, in the office and on school trips
- Take all reasonable actions to prevent accidents and work-related ill-health
- Provide safe office premises, including access and egress, and equipment
- Promote safe systems of work among all staff and students
- Continually improve the standard of safety of our operation by seeking to systematically eliminate or, where this is not possible, control all potential risks
- Provide adequate information, training and supervision to staff, students and families to ensure effective levels of Health & Safety awareness and risk identification
- Ensure all staff understand their legal and moral duties in respect of Health & Safety
- Ensure adequate welfare facilities exist throughout our online practice and in Head Office
- Achieve best practice in terms of health and safety in all that the School does
- Demonstrate commitment to the policy by maintaining open and effective communication with regulatory authorities, staff, students and families; and reviewing/updating it regularly taking into account lessons learned and any new legislation and guidance

## **RESPONSIBILITIES**

### **GOVERNANCE**

It is the responsibility of the CEO and Principal to:

- Ensure the implementation and review of this Health and Safety Policy, both on a regular schedule and as required if there is reason to suspect that it is no longer valid, or there has been a significant change in related matters
- Allocate necessary resources for health and safety management

### **HEALTH AND SAFETY OFFICERS**

The Health and Safety Officers - Head of HR & Compliance, CEO, Head of Operations, Educational Visits Coordinator & Deputy Heads - must:

- Oversee the implementation of the Health and Safety Policy
- 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

### **STAFF**

While the School must ensure that all staff and students are able to operate in a place where risks to their health and safety are properly managed, given the nature of a fully online secondary school, individual staff must do their part to ensure their home environment is safe. Staff must:

- Comply with the Health and Safety Policy and related procedures
- Take reasonable care of their own health and safety and that of others who may be

affected by what they do at work

- Be proactive in making any health and safety concerns known to the Health and Safety Officers, and cooperating with the School
- Be attentive to possible health and safety concerns in relation to students, and report these to the Health and Safety Officers
- Participate in health and safety training as required

The Health and Safety at Work Act 1974 emphasises the view that to achieve a successful implementation of Health and Safety Policy management, employee cooperation is essential. It is therefore necessary that all employees have clear lines of management to follow on health and safety matters.

- CEO and Principal - have overall responsibility for establishing and communicating the direction of travel relating to Health and Safety, and defining priorities within it
- Head of HR & Compliance - has responsibility for ensuring that Health and Safety policy and procedures, including priorities defined by the CEO and Principal, comply with all relevant laws and statutory guidance
- Head of Operations - has responsibility for ensuring that staff and families receive all required guidance and support relating to Health and Safety matters, and for being a first point of contact for staff and families requiring advice or making suggestions regarding the practicalities of home working/learning
- Educational Visits Coordinator - has responsibility for risk assessing all physical meet-ups, including day trips and residentials
- Deputy Heads - have responsibility for risk assessing activities taking place within their areas of competence (e.g. at-home practicals/experiments for students)

## **PARENTS/GUARDIANS & STUDENTS**

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

- Follow the school's health and safety guidelines
- Report any health and safety concerns to a member of staff

## **CONTEXT**

As an online school, the following areas are of particular importance with regards to Health and Safety:

- Safeguarding and online safety
  - See Safeguarding and Online Safety policies
- Screen time
  - Assignments set on Google Classroom give students frequent opportunities to complete work off-screen, often with practical elements
  - Mentors discuss balance of activities in school and wider life with students and parents/guardians
  - Assemblies and Wellbeing courses promote a broad range of activities and interest that engage students off-line
- Physical activity
  - Mentors discuss physical activity and health with students and parents/guardians
  - The School has a wealth of resources available to students
- Mental Health and Wellbeing
  - Mental Health and Wellbeing are key priorities for the School and feature heavily in our Wellbeing, Assembly and Mentoring provisions
  - Mental Health awareness is a key standing item in Faculty meetings, with all staff benefiting from on-going further training and support

## **RISK ASSESSMENTS**

The School approaches its Health and Safety responsibilities with a five-step process:

1. Plan - leaders set the direction for effective health and safety management
2. Do - leaders introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately
3. Check - risks are monitored and incidents reported
4. Act - leaders formally and actively review and evaluate health and safety performance
5. The final step would be to review and make relevant updates

This is accompanied by a Risk Assessment Policy. Risk assessments are undertaken to identify any potential hazards to which students and staff may be exposed; this enables us to take any precautions that may be necessary to safeguard those who might be at risk. Risk assessments take into account the wide range of different needs and vulnerabilities at play in a richly varied community such as that at Milverton Education.

Risk assessments are carried out in such a way that the results are simple and focused on controls in place to remove or minimise residual risk. Activities are assessed such that:

- Potential hazards, and who they might affect, are identified
- The nature and likelihood of harm caused is rated
- Measures to remove or minimise the risk are considered and detailed
- The residual risk is rated and a determination made if this is acceptable
- All relevant people are briefed to ensure they are aware of, and equipped to manage, risk-reduction measures and

All risk assessments will be recorded on an appropriate form and repeated should there be any significant change, or if we have reason to suspect that the previous assessment is no longer valid. The School will always consult with relevant staff members regarding the outcome of a risk assessment upon completion.

Core responsibilities for the School include:

#### **OFFICE ENVIRONMENT MANAGED BY THIRD PARTY (CEO)**

- Conducting regular risk assessments in coordination with the third-party office management
- Ensuring that the office environment complies with all relevant health and safety standards, including fire safety, electrical safety, and ergonomics
- Monitoring the maintenance of office equipment and facilities
- Ensuring that safe practices and methods of work are being followed
- Ensuring that appropriate First Aid expertise and facilities are available for staff working in the office
- Ensuring that the third party premises manager's Health and Safety policy and processes support, and do not undermine this policy in any relevant way
- Ensuring that the third party premises manager's Emergency Plan and procedures are up-to-date and adequate

#### **TEACHING STAFF WORKING REMOTELY**

- Providing guidance on setting up a safe and ergonomic home working environment
- Conducting risk assessments for home-working setups

- Ensuring that remote-working staff have access to necessary health and safety information and support
- New staff are required to complete a Working from Home checklist so that additional support and guidance can be provided if required

## **STUDENTS STUDYING REMOTELY**

- Providing parents/guardians and students with guidelines for creating a safe study environment at home
- Offering resources on ergonomics, screen time management, physical movement and mental health
- Revisiting issues surrounding health and safety, wellbeing and mental health frequently

## **DAY & RESIDENTIAL TRIPS**

- Ensuring a rigorous, clear process and procedure for trip proposal and planning
- Conducting thorough risk assessments for all trips, including travel arrangements, activity safety, individual circumstances/needs and emergency procedures
- Ensuring that all trips have a designated trip leader responsible for health and safety
- Ensuring that all trips have a compliant and adequate balance of staff and accompanying adults (including, where relevant, parent volunteers) for the size and needs of the group
- Ensuring that all trips have at least one first-aid-trained member of staff
- Providing trip leaders and accompanying adults with training on risk management and emergency response
- Ensuring students and parents/guardians have all necessary health and safety information in advance of trips
- Ensuring a rigorous, clear process and procedure for trip evaluation
- Ensuring 'lessons learned' are incorporated into future trip planning

## **HEALTH AND SAFETY TRAINING**

- Providing mandatory health and safety training for all staff during induction and at regular intervals thereafter
- Offering training/consultation for remote working and mental health awareness, and DSE assessment for HQ and senior staff
- Delivering health and safety education to students as part of the curriculum

## POLICY DEVELOPMENT AND REVIEW

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This procedure 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 the light of experience and as a result of changes in legislation or its own internal organisation and policies. The procedure will be subject to a comprehensive review on an annual basis.

Date Policy created:	September 2024
Last Review Date: Reviewed by:	Greg Holden
Next Formal Review Date:	September 2025



**APPENDIX A: RISK ASSESSMENT TEMPLATE**

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What are the hazards?	Who might be harmed and how?	What are you doing to prevent this?	Is anything else needed to control the risk?	Who actions this?	When should this be actioned by?	Date completed