



HEALTH & SAFETY POLICY 2024/2025

1. GENERAL HEALTH AND SAFETY POLICY STATEMENT

The organisation acknowledges that health, safety and welfare are vitally important to Out-Space Ltd.

At Out-Space we aim to:

- ensure that we conduct all of our activities safely, as far as reasonably practicable, and in compliance with legal requirements and best practice;
- to provide a safe and healthy working environment;
- to promote and embed a positive culture towards health, safety and welfare issues;
- ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment;
- have an effective system for communicating and consulting on health and safety matters;
- effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment;
- continuously improve Out-Space's health and safety performance.

Signed:

A handwritten signature in black ink, appearing to read 'Lyndon Samuel', is written over a light blue horizontal line.

Date: 19/04/2025

Review date: 01/08/2025. Lyndon Samuel

Director (DSL)

Out-Space

Roles and Responsibilities:

- The Company have the prime responsibility for health and safety. They also have responsibilities to support the published policies and aims of Out-Space in improving the overall health and safety performance of the alternative education provision.
- Out-Space have principal duty in the alternative provision for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council (SCC). This duty extends to ensuring that working conditions and environment, substances used, equipment provided, and working methods adopted do not impair the well-being of any employee, or any other person including students, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.



- We are firmly committed to ensuring that Out-Space remains a safe and healthy environment for everyone who uses or visits the alternative education provision, and we expect all employees and students to play their part in achieving this goal.

The Company Director will discharge their responsibilities by:

- Leading by example on all matters relating to health, safety and welfare,
- Promoting and following this Health and Safety Policy,
- Dedicating budget to the health and safety provision at Reboot Education,
- Communicating effectively with parents, staff and students,
- Monitoring and reviewing health and safety procedures and practice.

This policy document has been adopted by and signed by Out-Spaces's director on the behalf of Out-Space Limited.

This policy will be reviewed after any significant changes to workplace, working practices or staffing and after any form of notice has been served as well as the annual review.

2. AIMS AND OBJECTIVES

The objectives of Out-Space's Health, Safety & Welfare Policy are to:

- Provide adequate resources, with the support of competent external advice, to maintain health & safety and to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work etc. Act 1974, other statutory law and approved codes of practice.
- Provide and maintain systems of work which are safe and without risk to health, so far as is reasonably practicable, through the arrangements set out in this policy, which are reviewed when appropriate to changing circumstances.
- Carry out risk assessments and review them when necessary (as required under the Management of Health and Safety at Work Regulations 1999).
- Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe, so far as is reasonably practicable, and without risk to health.
- Ensure that all equipment is maintained in a safe condition.
- Carry out health surveillance, where required.
- To ensure adequate training, instruction supervision and information is given to all employees in order that they may work in safety in so far as is reasonably practicable.
- To ensure a healthy working environment for all personnel is provided and that there are sufficient facilities and arrangements for their welfare.
- Keep the workplace safe and ensure that access is safe and without risk, so far as is reasonably practicable.
- Monitor safety performance to maintain agreed standards.
- To protect personnel, whether they are employees, students, members of the general public visiting the provision, or contractors and their employees, from any foreseeable hazard whilst on site at the premises.



- To ensure that all personnel are aware of their responsibility to take steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate with regard to safety. Reboot Education will consult with employees on Health and Safety.

The Target for first 12 months of operation:

- Review this policy and associated procedures across the provision regularly.
- Have external audits completed and review any action points and make relevant changes.
- Review and update risk assessments as necessary.

3. RESPONSIBILITIES

3.1: The Director has the overall responsibility at Out-space. The Director is currently also the Responsible Persons at the alternative provision.

3.2: The Company Directors at OUT-Space will develop a positive safety culture within the provision and assist in the identification, control and management of risk.

3.3: Out-Space Company Director monitors health and safety performance and recommend appropriate actions should this function appear or prove to be unsatisfactory. Out-Space business will seek advice and help from competent external Health and Safety consultants.

Pupils

3.4: While Out-Space staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to everyone's and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the Out-Space community, and allowing for their age and aptitude, pupils are expected to:

- Take personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of Out-Space and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Behave sensibly around the Reboot Education site and when using any equipment.
- Report health and safety concerns or incidents to a member of staff immediately.
- Act in line with Out-Space's code of conduct.

3.5: Employees and Students have a responsibility to ensure that they take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work. They are required to co-operate with others in our setting to fulfil our statutory duties and to adhere to safety guidance given to help maintain standards of health and safety within our provision.

Contractors

3.6: All Contractors working with Out-Space, are required to comply with relevant rules and regulations



governing their work activities. Contractors are legally responsible for ensuring their own safety on Out-Space premises, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

3.7: No person shall intentionally interfere with, misuse or willfully damage, anything provided in the interest of Health & safety.

3.8: To ensure that this policy is effective, we will:

- Communicate the policy to staff via the staff intranet, noticeboards and staff induction.
- Review it annually, or on significant changes in our business or legislation. Review it annually, or on significant changes in our business or legislation.
- Make any such changes known to employees and students (where appropriate).
- Maintain procedures for communication and consultation between all levels of staff and/or students on matters of health, safety and welfare.

4. ORGANISATION

4.1: The Director has the overall responsibility at Out-Space as well as the day-to-day responsibility for the management of health and safety (H&S) issues and are known as the Responsible Persons.

4.2: Further to this all staff should have regard to their own H&S and that of others including students, contractors, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that potential hazards can be quickly rectified.

4.3: The Director is responsible for the following Health and Safety tasks:

- H&S Policy review.
- Emergency plan implementation.
- H&S Induction Training.
- Personal safety procedures (also Provisionsafe).
- Incident reporting/investigation.
- Coordination of risk assessment work.
- Fire procedures including personal emergency evacuation plans.
- Riddor Reporting.
- Planned checks (equipment).
- Planned checks (procedures).
- Planned checks (premises).
- First Aid (training and equipment).
- Stress and Wellbeing.
- Child Protection Co-ordinator.
- Supporting pupils with medical needs.
- Contractors on site.



4.4: The following Health and Safety tasks are responsibility of the Director:

- Locally organised premises maintenance, repair and improvement
- Contractors on site.
- Premises Security.

4.5: The Company Director of Out-Space In the discharge of their duties will:

4.5.1: Make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and Local Education Authority's framework for Health and Safety and their structure for meeting the requirements of the Act. Other major health and safety legislation and codes of practices which are relevant to the work of the academy, in particular the Management of Health and Safety at Work Regulations 1999.

4.5.2: Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the provision.

4.5.3: Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.

4.5.4: Identify and evaluate all risks relating to:

- Incidents
- Health
- Out-Space -sponsored activities

4.5.5: Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.

4.5.6: Create and monitor the management structure.

4.6: In particular, the Company Director of Out-Space undertakes to provide so far as is reasonably practicable:

- A safe place for staff and pupils to work including safe means of entry and exit.
- Plant, equipment and systems of work which are safe.
- Safe arrangements for the handling, storage, transport and use of articles and substances.
- Safe and healthy working conditions that take account of all appropriate:
 - Statutory requirements
 - Codes of practice
- Supervision, training, instruction and information so that all staff and pupils can perform their related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff pupils and others then Out-Space will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to related activities, which they are carrying out. All training will be regularly updated.
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- Adequate welfare facilities.
- Ensure risk assessments are completed for all the significant hazards in areas under their control.
- Investigate accidents that occur in areas of their control looking for root causes and what action



should be taken to prevent a recurrence.

- Regularly discuss health and safety issues with staff.
- Identify health and safety training needs for staff and arrange for them to attend suitable courses.
- Set a personal example.

4.7: So far as is reasonably practicable the Company Directors will arrange for all staff including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- Health and Safety policy.
- All other relevant health and safety matters.
- The instruction and training that will be given to staff as appropriate to the role and their need so that they may carry out their duties in a safe manner without placing themselves or others at risk.

4.8: As well as the general duties which all members of staff have, the Company Director will, have responsibility for the day-to-day maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by Reboot Education and will take all reasonably practicable steps.

The CEOs may delegate many of the responsibilities to ensure the health and safety of all persons; however, the 'duty under law' cannot be removed.

4.9: The Company Director is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

: It is the duty of employees in regard to Health and Safety to:

- Ensure that they are familiar and up to date with the Out-Space's health and safety policy and standard procedures.
- Comply with Out-Space H&S rules and responsibilities.
- Comply with CPD requirement and maintain competencies including induction.
- Report any hazards/near misses via internal reporting system.
- Implement Out-Space policies and procedures.
- Cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance.
- Ensure that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

4.10: All employees and staff are required to as part of the Health and Safety at Work Act 1974:

- take reasonable care for the health and safety of him/herself and others who may be affected by his/her acts of omissions.
- co-operate with his/her employer in matters relating to health and safety to enable the employer to comply with requirements.
- not misuse or interfere with anything provided in the interests of health and safety or welfare



(not restricted to employees).

5. ARRANGEMENTS

Health and Safety Policy Review

5.1: The Health & Safety Policy will be reviewed, updated and adopted by the Company Director on an annual basis and:

- if significant organisational changes have taken place,
- if there have been changes in key personnel.
- if new work methods have been introduced.
- if there have been alterations to working arrangements and/or processes.
- If there have been changes following consultation with employees.
- If the monitoring of risk assessments or accident/incident investigations indicates that the Health & Safety Policy is no longer effective.
- If information from manufactures has been received.
- If the advice from an insurance company has been received.
- If the findings of an external Health & Safety Audit has been received.
- If enforcement action has been taken by the HSE or Local Authority (LA).
- It will also be updated as members of staff who are responsible for particular areas change or when there are changes in legislation. At each review the Trustees will formally adopt the new policy.
- The Company Director shall be responsible for this review and drafting any amendments.

Communication and Information Management

5.2: The following arrangements will be made to ensure the Health and Safety policy is communicated to all stake holders:

- All staff will be briefed as to how to access Out-Space Health & Safety Policy documentation.
- All members of the Out-Space community are encouraged to report any health and safety issues or concerns to Company Director.
- Before making any decisions, which could have health and safety consequences for staff, the Company Director will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

Critical Incident Management and temporary staffing absences

5.3: The following arrangements are in place to manage any critical incidents:

- Out-Space has arrangements in place to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.
- It is the responsibility of the Company Director to review the procedures for dealing with any critical incidents which occur. ie. Fire, Flood, Bomb Scares, Death or Serious Accident, Attack or Threats etc.
- In the case of an emergency situation, Out-Space will work closely with emergency services to do



everything practicably possible to reduce the health and safety risk to those in the education provision.

- In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances Reboot Education will carry out its emergency procedures which include:
 - Raise the alarm.
 - Evacuate.
 - Identify a place of safety.
 - Nominate competent, responsible people to take control.
 - Have appropriate equipment / first aid supplies available.
 - Communicate and regularly update key individuals.

5.4: There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. Out-Space advises that in addition to the provision outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the provision during a site emergency, but wait to be contacted, as it is important that our telephone lines are kept free for use by Out-Space itself.

5.5: It is important that parents inform Out-Space immediately of any changes in phone number or address as it is vital that these are accurate in Out-Space records in case of an emergency.

How Out-Space communicates with parents/ carers during an emergency

5.6: The following arrangements are in place to communicate any emergency information to parents/cares/provisions:

- Telephone call to home number of parents/carers
- Telephone call to emergency contact
- Text message
- Email

5.7: Out-Space will take proactive measures to prevent emergencies, and Out-Space health and safety provision outlined in this policy is designed with this in mind.

H&S Induction and Training

5.8: All staff shall receive a formal induction and an appropriate H&S induction pack, including training that is matched to their specific work and responsibilities.

5.9 : Employees are required to sign for the policy at induction and whenever there are any significant changes to the content, to confirm that they have read, understood and accept the conditions of the policy. The policy will be read annually by staff after induction and recorded centrally.

5.10 : During new staff induction the Company Director will provide new staff with:

- An overview of Out-Space Health & Safety Policy- employees to sign to say read, understood and accept the conditions of the policy.



- A tour of Premises.
- Information on hazards specific to the site, and established controls or precautions.
- Information on materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and H&S data sheets.
- Guidance on the use and care of PPE (Personal Protective Equipment).
- Instruction on reporting of incidents, hazards, work-related injuries and illnesses and fires.
- Information on who the trained first aid personnel are and where first-aid facilities are kept.
- Information on the fire evacuation and emergency procedures—including location of firefighting equipment and use.
- Information on general housekeeping and maintenance of access and egress. Information on manual lifting and handling – general advice and risk assessment.

5.11 : As part of new staff induction, the following training will be provided:

- Provisionsafe Training.
- Fire Awareness Training.
- Food Safety Training.
- First Aid, and Administration of Medicine (depending on the role).

Programmed Routine/Updating Training

5.12 : The Company Director shall maintain a record of staff trained in:

- First Aid and Fire Safety.
- Working at Height and Manual Handling (as required for identified staff).

5.13 : It is the responsibility of the Company Directors to ensuring that the duties relating to asbestos management are fulfilled and that the asbestos survey report is available (Asbestos folder).

Manual Handling of Loads

5.14 : Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Personal Safety procedures and Provisionsafe

5.15 : The following is our personal safety Provisionsafe procedures:

- All provision staff, who may deal with anyone presenting challenging or threatening behaviour, are trained to the Provisionsafe standard.
- Visitors are directed to the main reception by signs.
- All visitors and other persons, including contractors, entering the building are monitored. They sign in at reception and are issued with a visitor's badge. Visitors are expected to read the information sheet on safety on site and child protection before being escorted into the building.
- All staff are expected to challenge any stranger who is not displaying an appropriate badge. If challenging is considered unsafe then staff are expected to contact the Director immediately.
- Out-Space has made arrangements to ensure the safety of lone workers and outreach staff.

Planned Safety Checks – Procedures, Equipment, Premises

5.16 : All equipment used within the provision shall be maintained in good working order and be in a safe



condition for use. If this cannot be achieved, then equipment will be withdrawn from use until it can be deemed safe for use or replaced and disposed of.

Use of Harmful Substances - COSHH

5.17 : When using substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.

5.18 : No new materials or chemical substances are to be bought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 2002) Assessment has been carried out and clearance given by the safety advisor. The user department is to be in possession of a Safety Data Sheet.

Asbestos

5.19 : Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety advisor. Data sheets will be updated as and when manufacturers conduct a review. Asbestos management plan and folder held at the site and all contractors are shown and sign to say they have reviewed before commencing work.

Incident/Accident Reporting/Investigation

5.20 : All incidents are reported using paper documents. Reports are then passed to the Company Director for review and action.

5.21 : All staff have been briefed on when and how to use the form.

5.22 : All minor medical incidents are recorded on the Out-Space forms.

5.23 : Incidents are investigated where necessary, with a view to preventing recurrence. Reboot Education reviews relevant risk assessments after any incident or near miss.

Accident/Incident Reporting

5.24 : The following is how Out-Space will report accidents and incidents.

- An accident/incident report will be completed as soon as possible on our intranet/Sharepoint as soon after the accident/incident occurs by the member of staff or first aider who deals with it.
- If the accident requires further investigation, we will use the template in Appendix 1.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held / retained by Reboot Education 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

5.25 : The Company Director 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).

5.26 : Reportable injuries, diseases or dangerous occurrences include:

- Death



- Specified injuries. These 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).
 - 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.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital.
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to provisions include, but are not limited to:
 - 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.

5.27: Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

Notifying Parents/ Carers

5.28: The Company Director will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

5.29: The CEOs will notify the Local Authority of any serious accident or injury to, or the death of, a pupil while in Reboot Education's care.

Co-ordination of Risk Assessment Work

Risk assessments (RA) are carried out for all significant risks within the Trust to comply with the requirements of the Management at Health & Safety at Work Regulations. The RA must be both specific and meaningful and must be reviewed annually or following any major changes to work equipment or activities.

Risk assessments are usually carried out by the Head Teacher or Head of Provision. All persons undertaking risk assessments will be suitably trained and competent.

Out-Space has a register for risk assessments that is held electronically.



The fire evacuation routes are clearly marked with conventional signage.

Notices detailing the evacuation procedure and assembly points are placed around the site.

Students with mobility problems have been given individual instructions regarding assistance in their evacuation of the building.

Fire drills are carried out at least once per term.

Arrangements are in place to ensure no 'hot work' is undertaken in the provision without a permit.

First Aid – Training and equipment

First aid equipment is appropriately located in each site.

A named person is responsible for the appropriate stock levels in the first aid kits at each site.

The disposal of clinical waste, including incontinence and sanitary waste, is carried out by a licensed clinical waste collection and disposal company.

First Aid kits for all educational visits are provided with risk assessments being made in advance.

Well-Being Procedures

Stress and workload management issues are discussed and recorded during routine performance review discussions.

Contractors, Visitors and Others

The Company Director have responsibility for safe practices.

The Company Director will seek to ensure that contractors and others who use the provision premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

Premises Security

Out-Space follows The Suffolk Police and SCC guidance for premises security. Each site regularly assesses and monitors all risks.

Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the provision) are present on site. This includes signing in, visitors' badges and being escorted around the building.



Pandemics

In the event of pandemics Out-Space will follow government and PHE guidance to ensure the health and safety of staff, pupils and visitors and update this policy with further appendices.

Monitoring, Reporting and Supervision

- a) Monitoring and reporting are vital parts of a health and safety culture. Management systems must be able to receive both specific (e.g. incident-led) and routine reports on the performance of the health and safety policy. Only a strong system of monitoring can ensure that the formal review can proceed as planned – and that relevant events in the interim are brought to the board's attention.
- b) The Director will ensure that:
- appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);
 - periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;
 - the impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board;
 - there are procedures to implement new and changed legal requirements and to consider other external developments and events;
 - sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long- term illness;
 - workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector;
 - contractor performance is reported and reviewed;
 - supervisory and line management arrangements are assessed, clearly defined and appropriately allocated – relevant individuals have the necessary skills and training.

Display Screen Equipment (DSE)

- (i) Out-Space recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:
- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
 - backache
 - fatigue and stress
 - temporary eye strain.



- (ii) Out-Space adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the academy:
- Work areas are risk assessed and arranged to enable safe practices to be carried out.
 - Staff and pupils are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
 - Regular breaks are taken when working with DSE.
 - The Trust encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.
- (iii) Out-Space promotes good DSE health and safety by encouraging pupils to use the checklist below when using such equipment, and by displaying this checklist around the academy and in classrooms where DSE is in use.

Violence in the workplace

The Director defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats as well as physical attacks.

Out-Space is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

Vehicle and pedestrian segregation

Where possible vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, points and doorways.

Traffic entering our site courtyard will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed.

Students, staff and visitors are reminded to be extra vigilant when crossing roads near to the provision at the start of and at the end of the day due to the large numbers of vehicles and pedestrians around at that time. In particular, students are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

Off-site visits

Off-site visits, residential visits, and any provision-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the Company Director will ensure that:

- the objective of the visit is clear.
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable.



- they are informed well in advance about less routine visits.
- the group leader has shown how the plans for the visit comply with regulations and guidelines and with Out-Space's health and safety policy.
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils.
- a sufficient level of insurance is in place.
- the group leader reports back after the visit.

Off-site visits are carefully planned and detailed information obtained in relation to:

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- work experience placements
- work experience health and safety
- off-site risk assessments
- safeguarding

Food Safety and Hygiene including Allergens

Out-Space engages in a range of activities involving food, therefore it has responsibility for ensuring that food hygiene standards are met. This includes:

- personal hygiene
- opening and closing checks
- clear and clean
- chilled storage
- separating foods
- training and supervision

Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, caretakers, canteen workers, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times. For example:

- hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity.)
- cross-contamination issues should be addressed, eg different cloths for different surfaces.
- an appropriate slip hazard warning sign should be used when mopping floors.
- tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks.
- any corrosive or irritant cleaning substances, eg bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.



Out-Space takes all allergies seriously and it is important that **parents inform the provision immediately** of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

Out-Space will ensure that where required all food will be provided with a full ingredients list with clear allergen labelling on prepacked food. (This does not include any food that is not in packaging or is packaged after it has been ordered. Allergen information must still be provided but this can be done through other means, including verbally).

Medicines

Pupils at the provision with medical conditions should be properly supported so that they have full access to education, including school trips and other activities.

We will ensure that we consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and the risk of accidents occurring is minimized.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the CEO should immediately advise the Education Department Health and Safety Officer. If a prohibition notice is issued with immediate effect, the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this Statement of Organisation and Arrangements or other advice/guidance issued by the Company Directors/CEOs in pursuance of the Health and Safety Policy, should immediately report the circumstances to the Company Directors/CEOs. the Company Directors/CEOs should then initiate appropriate remedial action.

Suggestions by any member of staff to improve standards of Health and Safety are welcomed by the Director.



Accident Investigation Record

Details of the Incident:

Reported By:		Date and Time of Incident:	
Name of Injured Person:		Names of Witnesses:	
First Aid Required:	Y / N	Hospital Required:	Y / N
Type of Incident:	Near Miss / Accident / RIDDOR		

Brief Details (e.g. what, where, when, who and action taken):

Investigation Findings:

Question		Answer
1	Where did the incident happen?	
2	Who was injured/suffered ill health, and who else was involved?	
3	What happened?	
4	What activity was taking place at the time of the incident?	
5	Was anything unusual about the circumstances at the time of the incident?	
6	Were adequate procedures in place and were they followed?	
7	What is the nature of the ill health / injury?	
8	Was the hazard / risk known?	
9	Did the arrangement and organisation of the work contribute, if yes how?	
10	Was maintenance or cleaning adequate? If not, why not?	



11	Were people involved trained / experienced?	
12	Did the workplace layout contribute, if so how?	

