



Esland North Limited

ED00510 - Health and Safety

Statement of Intent

Esland is committed to achieving high standards of health and safety in our schools and accepts its responsibilities as an employer and an educator of young people, for providing, as far as reasonably practicable, a safe and healthy environment to work or learn in, for its employees and young students affected by its undertaking.

Esland is aware of the statutory Health and Safety Regulations governing working conditions for its employees and those affected by its undertaking and will ensure all health and safety precautions which exist under the Health and Safety at Work Act 1974 and associated legislation, should be utilised, to minimize accidents, the avoidance of unnecessary injury, and causes of ill health.

Esland, will ensure that:

- All the objectives and strategies of the organisation are met.
- All the legal and regulatory compliance
- Assign accountabilities and responsibilities for risk management functions at appropriate levels within Esland.
- Ensure that the necessary resources are allocated to risk management.

Esland aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, students and all visitors to the registered school headquarters.
- Establish and maintain safe procedures for staff and students working at home.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and are regularly inspected.

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
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of 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 Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- 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
- The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.
- Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

Employers Statement

Esland is committed to achieving high standards of Health and Safety and recognises that a number of activities, which it undertakes, or which are undertaken on its behalf, could potentially involve risk to the health and safety of employees, customers, contractors and visitors to Company premises.

Esland is accordingly committed to taking all reasonable steps to continually assess and adequately control health and safety risks wherever possible via risk assessment.

The following objectives and procedures have been formulated with a view to eliminating or controlling such risks, thus creating and maintaining a safe and healthy working environment.

Objectives

To comply with the requirements of the Health and Safety at Work etc. Act 1974, and other relevant legislation.

To keep and maintain accurate records of accidents, injuries and known exposure to health risks at work.

To formulate, review and regularly update Health and Safety plans & audits, which clearly set out the measures to be taken to safeguard all persons affected by the activities of Esland.

To ensure that adequate competent assistance is provided to facilitate the formation of effective Health and Safety plans.


To progressively identify, assess, and eliminate or control hazards, which present a risk to employees, other persons and the environment.

To adequately train employees in health and safety matters.

To consider and address health and safety issues when planning new developments, processes, or systems of work, and when purchasing new equipment.

To take all practical steps to ensure adherence to this policy by all employees and other persons undertaking work on behalf of Esland

Signed:



Jill Palmer

Chief Executive Officer

Date 05/09/2025

Health & Safety Organisation (Administration)

The employer has overall responsibility to ensure that all appropriate steps are taken to meet the requirements and obligations set out in the Health and Safety at Work act 1974, and its subsequent Regulations.

As it would be patently impossible for the employer to personally oversee the entire activities carried out within Esland, this policy statement states the extent and scope of each individual employee's responsibility. For the purpose of this statement "employee" refers to anyone employed by Esland.

The Health and Safety officer provides help to senior management, team leaders and managers by providing information and guidance in applying the provisions of health and safety law.

To achieve a good standard of health and safety in the workplace all staff must take reasonable care for the health and safety of themselves and of colleagues or others who may be affected by their actions. They should cooperate with management in all matters relating to their health, safety and welfare and develop a personal concern for accident prevention.

Health and safety is a responsibility for everyone at all levels

Chief Executive Officer/Chief Financial Officer/Head of Health and Safety (H&S)

The Chief Executive Officer and Chief Financial Officer, whilst retaining accountability, have delegated responsibilities via the management structure to ensure all measures necessary to meet the requirements and obligations arising from the Health and Safety at Work Act 1974, and its subsequent Regulations are met within their area of operation.

The day-to-day responsibility for ensuring this policy is put into practice is the Head of Estates/H&S Officer.

Foremost among such activities is the need to: -

- Take adequate steps to ensure that all personnel understand and accept the duties and responsibilities imposed upon them by the Health and Safety Policy and by Statutes.
- Ensure that all reasonable precautions are taken to protect persons who, although not employed by Esland, use their premises.
- Arrange for information relating to Health and Safety such as Codes of Practice, Guidance Notes etc. to be made available to employees and training and/or instruction to be provided as appropriate.
- Provide adequate welfare

Employees obligations

All staff will have appropriate technical and organisational competence and experience to:-

- Ensure they have a clear understanding of their role/responsibilities. All employees (including agency staff) must adhere to the following to ensure they fulfil their statutory obligations to take reasonable care of the health and safety of themselves and other persons that may be affected by their acts or omissions at work.
- Ensure they understand and accept their responsibilities under the Health and Safety Policy and are trained and equipped to carry out these responsibilities.
- When preparing to take clients on activities, check such matters as health, diet, medicine and relevant problems.
- If necessary, issue full details of equipment and clothing needed to conduct the activity in a safe manner.
- Conduct the management and organisation of the activity within a framework of good practice.
- Report all health and safety concerns and incidents to the relevant person as detailed above.
- Work together with management Health & Safety Reps/Advisers on health and safety matters.
- Not to interfere with anything that has been provided in the interest of health, safety, and welfare.
- Take reasonable care of their own health and safety. The company takes into account the importance of mental health and wellbeing for all staff and pupils. Staff are able to contact independent support from their Health Matters Assistance Programme.
- Occupational Health Services are available as required for occupational health related matters.
- Conform to safe systems of work or methods (method statements).
- Maintain good housekeeping principles, adopting clean and tidy working conditions.
- Not to operate any machinery or equipment unless they have been adequately trained and authorised to do so.
- Ensure they are familiar with the emergency procedures; designated emergency exits and assembly points relative to their work area.

Roles and Responsibilities

The Local Authority

The Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to The Headteacher.

The governing board 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 school premises.

Esland as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities 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 and monitored through the Esland Training program.

The governor who oversees health and safety is the Head of Estates.

Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there are enough staff to safely supervise students.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff
- Reporting to the governing board 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 Headteacher's absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities

School Staff

School staff have a duty to take care of students in the same way that a prudent parent/carer would do so.

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 the school 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/carers

Students and parents/carers are responsible for following the school'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 headteacher before starting work, the contractor will provide evidence that they have completed an adequate risk assessment, method statement and anyone working at the school are competent to carry out the works.

Health and Safety Arrangements

The Registered School Headquarters

The registered company address of The Esland Online School is [Unit 1-5 Riverside Business Centre Foundry Lane, Belper DE56 0RN](#).

Electrical equipment

Portable electrical equipment in use throughout Esland is subjected to annual inspection to ensure its continued safe use. If you identify a worn cable, badly connected plug, or you are issued with electrical equipment, which does not work correctly, it is your duty to report this hazard. If in doubt, withdraw the equipment from use until it has been inspected by a competent person as specified by the Electricity at Work Regulations 1989.

- All staff are responsible for ensuring 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 Head of Estates or through the maintenance portal JIRA
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine.
- 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.

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. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- All staff will have a display screen assessment, any actions from that assessment will be carried out.
- 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 corrective glasses provided if required specifically for DSE use).

Lone Working

Lone working may include:

- Late working.
- Home or site visits.
- Weekend working.
- Site manager duties.
- Site cleaning duties.
- Working in a single occupancy office.
- Remote working, self-isolation and/or remote learning.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. 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 they are medically fit to work alone.

- A risk assessment for lone working will be completed by the Headteacher or the Deputy in their absence.
- The person lone working will be fit to do lone working.
- The person lone working will be contacted regularly during the lone working period.

Off-site Visits

When taking students on educational visits, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of students, along with the parents/carers' contact details.
- There will always be at least one first aider on school trips and visits
- For trips and visits with students in the Early Years Foundation Stage, there will always be at least one first aider with a current first aid certificate.

Staff working at home

Home Office Safety

All Esland Online School staff working from home, complete and return a home workers and a display screen user assessment form to HR. These forms are available upon request from the Esland HR team.

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To reduce the risk of work related stress, associated with working away from the workplace, The Esland Online School ensures that there is a regular communication between them and their staff. Lone workers attend staff meetings and other team initiatives. The Esland Online School promotes engagement at social events across the calendar year, including the Esland Support Services workshop and Education Headteacher Working Group's.

Every staff member at The Esland Online School has access to a Microsoft Teams chat with members of the SLT, The Headteacher and the School Administrator. This allows for immediate communication and for all staff to be readily

supported.

Electrical Equipment provided to Students

All electrical equipment to be distributed to students is to be visually inspected by staff prior to use. Young people's electronic equipment is scheduled to be included in the next PAT testing session within the region where possible. All equipment used by staff on company premises should be inspected by the office manager and made available for Portable Appliance Testing at the next scheduled visit by the appointed PAT tester.

Risk Assessments

Risk Assessments

General principles and purpose of risk assessment: -

The regulation requires all employers and self-employed people to assess the risks to workers and any others who may be affected by their work or business. This will enable them to identify the measures they need to take to comply with health and safety law. All employers should carry out a systematic general examination of the effect of their undertaking, their work activities, and the condition of the premises. Those who employ five or more employees should record the significant findings of that risk assessment.

A risk assessment is carried out to identify the risks to health and safety to any person arising out of, or in connection with, work or the conduct of their undertaking. It should identify how the risks arise and how they impact on those affected.

This information is needed to make decisions on how to manage those risks so that decisions are made in an informed, rational and structured manner, and the action taken is proportionate.

The risk assessment should be appropriate to the nature of the work and should identify the period of time for which it is likely to remain valid. This will enable management to recognise when short-term control measures need to be reviewed and modified, and to put in place medium and long-term controls where these are necessary.

A risk assessment should:

Identify all hazards, and where hazards cannot be removed, control measures be put into place to reduce the risk to as low as reasonably practicable. Ensure all aspects of the work activity are reviewed, including routine and non-routine activities. Cover all parts of the work activity, including those that are not under the immediate supervision of the employer, such as employees working off site, workers from one organisation temporarily working for another organisation, home-workers, and mobile employees.

Take account of the management of incidents such as interruptions to the work activity, which frequently cause accidents, and consider what procedures should be followed to mitigate the effects of the incident.

Take account of the way in which work is organised, and the effects this can have on health.

Take account of risks to the public and service users.

Identifying the Hazards

Identifying who might be harmed and how.

Identify people who might be harmed by the hazard, including employees, other workers in the workplace and members of the public. Do not forget office staff, maintenance staff, visitors and members of the public. You should identify groups of workers who might be particularly at risk, such as young or inexperienced workers, new and expectant mothers, home-workers, those who work alone and disabled staff.

Evaluating the risks from the identified hazards

You need to evaluate the risks from the identified hazards, of course, if there are no hazards, there are no risks.

Where risks are already controlled in some way, the effectiveness of those controls needs to be considered when assessing the extent of risk, which remains. You also need to:

- Observe the actual practice; this may differ from the works manual, and the employees concerned, or their safety representatives should be consulted.
- Address what actually happens in the workplace or during the work activity.
- Take account of existing preventive or precautionary measures if existing measures are not adequate.
- Ask yourself what more should be done to reduce risk sufficiently.

Recording

All employers and self-employed people are required to make a risk assessment. The regulation also provides that employers with five or more employees must record the significant findings of their risk assessment. This record should

represent an effective statement of hazards and risks, which then leads management to take the relevant actions to protect health and safety.

Review and Revision

The regulation requires employers and the self-employed to review and, if necessary, modify their risk assessments, at regular intervals. The employer or self-employed person need to review their risk assessments if developments suggest that it may no longer be valid, or after an incident occurs, or work methods or tools significantly change; and no longer than annually. It is prudent to plan to review risk assessments at regular intervals. Reviews should form part of the standard management practice.

Managing Risk Assessments

It is the policy of Esland to assess the risk to the health and safety of anyone who may be affected by our work activities so we can determine to what extent we are complying with our statutory duties under the Management of Health and Safety at Work Regulations 1999.

Procedure to be followed in the event of an Emergency - Fire

On site, it is imperative that you are aware of safe evacuation practices. You must be aware of your nearest exit route, the location of fire extinguishers and a means of raising the fire alarm and also your assembly point (if applicable). Carry out fire drills at regular intervals, these drills must not be taken lightly; you must understand it is your duty to have an evacuation plan in the event of fire.

If you discover a fire: -

Raise the alarm.

Ring for the fire brigade 999.

Leave the building by the nearest route.

Do not delay collecting your belongings.

Report to the assembly point. Do not re-enter the building until told to do so.

If you feel confident, you may wish to tackle the fire using equipment provided. Esland has provided equipment, but you must have received the relevant training before using it.

Fire extinguishers

The fire risk assessment for the property should indicate which type of extinguisher is required and where best to locate it/them.

The new European colour-coding extinguisher to be used on all new extinguishers produced since 1st January 1997. i.e. Red. This is a water-based appliance, which will remain red. Carbon Dioxide = Red body with a black band around the extinguisher. Foam = Red body with a cream band around the extinguisher. Dry Powder = Red body with a blue band around the extinguisher.

Several extinguishers may be found within the same premises.

Water Best for: Dangers: How to use:	Wood, cloth, paper, plastics, etc. and fires involving solids. Do not use on burning fat or oil or on electrical appliances. Point the jet at the base of the flames and keep in moving across the area of the fire. Ensure that all areas of the fire are out.
Dry Powder Best for:	Wood, cloth, paper, plastics etc. Fires involving solids. Liquids such as grease, fats, oils, paint, petrol etc. but not on chip or fat pan fires.

Dangers: How to use:	This type of extinguisher does not cool the fire very well and care should be taken that the fire does not flare up again. Smouldering material in deep-seated fires such as upholstery or bedding can cause the fire to start up again. Do not use on chip or fat pan fires. Point the jet or discharge horn at the base of the flames and, with a rapid sweeping motion, drive the fire towards the far edge until all the flames are out. If the extinguisher has a shut-off control wait until the air clears and if the flames are still visible, attach the fire again.
Foam Best for:	Wood, cloth, paper, plastics, coal etc. Fires involving solids. Liquids such as grease, fats, oil, petrol etc. but not on chip or fat pan fires.
Dangers:	Do not use on chip or fat pan fires.
How to use:	For fires involving solids, point the jet at the base of the flames and keep it moving across the areas of the fire. Ensure that all areas of the fire are out.

For fires involving liquids, do not aim the jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the inside edge of the container or on a nearby surface about the burning liquid. Allow the foam to build up and flow across the liquid.

Carbon Dioxide

Best for: Electrical fires and Class B liquids such as grease, fats, oil or paint, petrol etc. but not on chip or fat pan fires.

Dangers: Do not use on chip or fat pan fires. This type of extinguisher does not cool the fire very well and you need to watch that the fire does not start up again. Fumes from CO2 extinguishers can be harmful if used in confined spaces; ventilate the area as soon as the fire has been controlled.

How to use: The discharge horn should be directed at the base of the flames and the jet kept moving across the areas of the fire.

Fire Blanket

Best for: Fires involving both solids and liquids. Particularly good for small fires in clothing and for chip pan fires provided the blanket completely covers the fire.

Dangers: If the blanket does not completely cover the fire it will not enable the fire to be extinguished.

How to use: Place carefully over the fire. Keep your hands shielded from the fire. Do not waft the fire towards you



Fire Safety

What you can do to make yourself safer from fires.

Follow fire safety rules and prevent hazardous situations.

Never smoke in the properties.

Keep matches and cigarette lighters in a secure place.

Store flammable materials in proper containers. Never use them near open flames or sparks.

Keep electrical appliances in good condition. Do not overload electrical circuits.

Keep stoves, fireplaces, chimneys and barbecue grills grease free. Make sure they are properly installed, away from any combustible materials.

Keep portable heaters and open flames such as candles away from combustible materials.

Do not allow rubbish to accumulate.

Keep a supply of extra batteries on hand for your smoke alarm.

Develop a property escape plan and practice it with your entire team. Be sure to include everyone in your practice.

Draw a floor plan of your property and, where possible, find out two ways to exit from each room.

- Weekly test of the alarm system (not a fire drill)
- Weekly manual test of the smoke detectors (button push)
- Monthly emergency light test
- Annual smoke test using a smoke machine.
- Fire drill – every year office buildings
- Organisation of the annual smoke/call point and emergency lighting test (by the installers of the system)
- Organisation of the annual fire extinguisher check
- Ensuring the fire risk assessment is reviewed:
 - Annually
 - When any major works are done to the home/ office
 - When a new young person is placed with the home

Note: Fire Risk Assessments will be reviewed by an external source annually. Please note that a written record of these checks must be kept

Fire Drill

Fire drills need to be carried in accordance with the timings above and should be consistent with the office Fire Emergency Plan.

Training

All staff are trained in Fire Procedures and receive Fire Extinguisher training. Appointed Fire Wardens within the home/offices are identified for each region and assist in taking preventative and protected measures

Other emergency - procedure

In cases of emergency other than fire, such as Flood, bomb/weapon threat etc the following procedure should be adhered to:

- Raise the alarm, depending on where and when you work this could be through the fire system, a manager, on-call staff, the police, fire brigade etc.
- If necessary/able switch off gas/electricity/water supply.
- Evacuate the building and meet at an assembly point/agreed location depending on emergency.
- Do not return to the building until advised so.

Medical treatment and drugs

If you are required to take medication to control or treat a physical condition, you must self-administer this treatment and are responsible for ensuring the medication is stored safely when at the workplace. If you suffer from a condition that is controlled by long-term drug therapy, you may, if you wish, inform your Line Manager or a trained First Aider. If you do so, your condition will be recognised, and you will be able to be appropriately helped.

With the exception of the above circumstances, no other drugs are allowed on any sites.

Hazardous materials

Wherever possible, Esland will restrict exposure of employees and users to hazardous materials (as identified under the Control of Substances Hazardous to Health Regulations 2002).

Occasionally the nature of the training and work undertaken by Esland makes contact unavoidable. When you are required to deal with, or handle hazardous materials, you should ensure that you follow the Control of Substances Hazardous to Health (COSHH) data sheets and risk assessment and safe system of work for that particular substance; that you wear any protective equipment and take all precautions to prevent others from exposure to that substance.

A management survey has been carried out on homes; an action plan has been provided where necessary; home managers to ensure all actions are completed.

COSHH Manufacturer's Safety Data Sheets and Risk Assessments should be retained in each Esland establishment and residence.

Ensuring the safety of non-employees

Policy Reference

This Policy document refers to the following aims and objectives outlined in Eslands general statement of Health & Safety policy.

- Acknowledgement of Eslands responsibility in respect of the health and safety of persons other than its own employees.
- So far as is reasonably practicable, as regards to any place of work under Eslands control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.

Contractors - Introduction

Esland in its employment of contractors, recognises the need for an effective management control system, have risk assessments and method statements to ensure the health and safety of all persons affected by the contract works. In this respect the Esland will make arrangements to:-

- Select only contractors who can demonstrate that they have effective safety management systems in place and in particular those who:-
 - Use only competent and adequately trained employees
 - Use only equipment, tools and materials that are maintained, stored and operated in a safe manner.
 - Have health and safety responsibilities clearly defined and appropriate systems in place for communication on health and safety matters.
 - Undertake adequate supervision and monitoring of their own health and safety performance
 - For specific works, contractors can demonstrate they are members registered with an appropriate body ie: NIC (electrical), Gas Safety Register (gas), Roofing Association (roofing).
- Produce specifications, exchange information with and acquire plans from contractors which deal with the health and safety issues as they develop at each phase of the work and which deal effectively with the risks involve
- Maintain regular effective two-way communications which accommodate changes and unforeseen problems promptly.
- Monitor the health and safety performance of contractors
- Maintain lists of Approved Contractors taking into account the factors referred to above

Construction Work

Where any construction work is carried out at Esland owned premises, Esland will ensure that such work is planned in accordance with relevant standards or statutory provisions and that employees are provided with the necessary information relating to any risks arising out of the work, the preventive or protective measures to be taken and the procedures required in the event of serious or imminent danger.

In particular, reference will be given to the requirements of the Construction (Design and Management) Regulations 2015 (CDM) Esland will ensure that no construction work commences until an adequate health and safety plan covering the

work has been prepared.

Communication

Where appropriate, site safety rules will be issued to contractors and they will be clearly stated in contractual arrangements together with details of any special health and safety requirements likely to affect resources, skills, and cost or time scales.

In shared workplaces, Esland will make arrangements for the exchange of all relevant information arising from risk assessments and emergency procedures, particularly steps required to protect contractors' employees from other contractors, their employees and the occupier's undertakings in the workplace.

On arrival at site, contractor's staff will (unless otherwise arranged):

In individual houses:

- Sign in the visitors' book
- State the name of their company!
- State their own name & Contact name.
- State the working location.
- State the time of signing in.
- A site induction will be carried out by Head of Estates before works begin
- Permits to Work to be used in Circumstances where there is a potential hazard to those carrying out the work or to building users

At the main office (in addition to a) above):

Obtain an identity badge (& wear it at all times whilst on site)

Monitoring

A competent named individual (e.g. Head of Estates, Supervising, health and safety officer) will be assigned to co-ordinate and administrate the project, including any site visits and out of normal hours' communications. This individual will be expected to encourage and develop the right safety culture amongst contractors.

Contractors not to be left unsupervised in homes, young people be supervised at all times.

Reporting

All employees will be expected to report danger (within their capability to recognise unsafe practices) to their manager or supervisor, who will be expected to either: -

- Suspend the work if serious or imminent danger to persons or property is foreseen
- Notify the Service or individual responsible for co-coordinating the work by telephone or in writing, depending on the circumstances.

Legal Reference

This policy and its associated guidance outline the provisions that Esland will make to discharge its duties in relation to the following statutory requirements: -

- The Health & Safety at Work etc. Act 1974
- The Management of Health & Safety at Work Regs 1999 – Reg 3 c) The Construction (Design and Management) Regs 2015
- Work at Height Regulations 1992
- Asbestos at Work Regulations 2012 f) Electricity at Work Regulations 1998

Often work involving contractors can prove hazardous to Esland employees and users. Prior to work commencing on any site, the contractor must inform the Manager of the type of work to be undertaken and the risks involved with such work.

In some cases (i.e. work which has significant risks to the health, safety and welfare of Esland staff and users) a written Risk Assessment must be produced by the contractor.

In every case, the contractor must produce an up-to-date copy of their Public Liability Insurance.

Contractors must not be engaged by any member of staff without first contacting their Line Manager.

House Keeping

A tidy well-ordered organisation is one that is less likely to experience accidents. Please ensure that you do what you can to achieve this by paying particular attention to obstructions which may cause congestion, or trip hazards where you are

working, for example, electrical cables should be sensibly routed, and waste materials should be disposed of safely and frequently to avoid unnecessary clutter.

Visitors

Upon arrival at Esland all visitors are asked to sign the visitor's book which can be located (and is, at all times, kept) in Reception. Visitors are to sign this upon entering the building and also when leaving.

The visitor should provide proof of ID in the form of an ID badge, should they be unable to do so, they would be escorted from/asked to leave the premises.

Upon proof of ID, the visitor will be handed a visitors badge which they should wear and ensure is visible throughout their entire visit.

The visitor should then either; read the fire procedure printed in the visitor's book or be explained the fire procedure and where the assembly point is in the event of a fire by the person, they are meeting.

Visitors then are expected to remain with their 'host' during the visit and should not wonder freely around the building unless they are a frequent visitor who hold an Esland DBS check.

Manual Handling

As an Esland employee, there will be occasions when you are required to manually handle loads (under the Manual Handling Operations Regulations 1992 people are regarded as a load). In these circumstances, the following guidance should be applied: -

- Think of your back before lifting, use mechanical aids where possible.
- If you have a history of back problems, please inform your Line Manager, assess the load, if you think it is too heavy, large, or awkward to lift unaided, ask your Line Manager for a Risk Assessment of the task. It may require team lifting or the use of some mechanical aid.
- Beware of possible obstructions, uneven surfaces, or steps.
- Wear gloves where there is a possible risk of hand injury.
- Position yourself at the load with your feet, hip width apart, one foot pointing in the direction of travel.
- Bend your knees and keep your back straight.
- Grip the load securely, keeping your back straight after the strain and your arms as close to the body as possible, lift the load, letting your leg muscles take the strain.
- Make sure the load does not obstruct your vision.
- Move towards your destination with the load as close to the body as possible, lay down the load bending your knees and keeping your back straight.

Working at height

Wherever possible, work at height should be avoided. Any work at height must be carried out in a safe way using appropriate equipment. Stepladders must be class EN131, Professional or 150kg's. Staff training should be carried out where appropriate.

CCTV

Wherever CCTV camera systems are operated, for the welfare and security of employees, customers and others a policy document must be in place that clearly demonstrates the purposes of the CCTV and that all staff are responsible, whatever their role within the company or period of employment.

The CCTV policy details the main issues that need to be addressed when operating a CCTV system. It also includes recommendations of regular review processes and measures to ensure that the use of CCTV cameras in the company is lawful and professionally handled, and that the CCTV system remains compliant with the requirements of the General Data Protection Regulation.

The policy also contains references to training, monitoring, employee access to recorded footage and any disclosure of CCTV images to others

Introduction

Esland uses closed circuit television (CCTV) images to provide a safe and secure environment for Young people, staff and visitors, and to protect Eslands property.

The system comprises: Fixed position cameras; Pan Tilt and Zoom cameras; Monitors: Multiplexers; digital recorders; Public information signs. Cameras will be located at strategic points, principally outside the main entrance, within each of the rooms. No camera will be hidden from view. Signs will be prominently placed at strategic points and at the entrance to the building staff, parents/carers, visitors and members of the public that a CCTV installation is in use.

This document sets out the accepted use and management of the CCTV equipment and images to ensure Esland complies with the General Data Protection Regulation, Human Rights Act

1998 and other legislation, including to comply with the requirements of the 2008 CCTV Code of Practice, the Regulation of Investigatory Powers Act 2000 and the Private Security Industry Act 2001.

Purpose of CCTV

Esland has installed CCTV systems to: deter crime, assist in prevention and detection of crime, assist with the identification, apprehension and prosecution of offenders, assist with the identification of actions that might result in disciplinary proceedings against staff and young people, monitor security of Eslands buildings, and young people (absconding)

Guidance - Before installing and using CCTV at Esland premises, the following steps should be taken:

- i) Assess and document the appropriateness of, and reasons for, using CCTV
 - ii) Establish and document the purpose of the proposed scheme.
- iii) Establish and document who is responsible for day-to-day compliance with this policy.
- iv) Because CCTV involves the processing of personal data, register the scheme with the placing authority's social worker and Eslands safeguarding officer

Covert recording

Informing the individual(s) concerned that the recording is taking place would seriously prejudice the reason for making the recording.

There is good cause to suspect that an illegal or unauthorised action(s) is/are taking place or about to take place.

Any such monitoring will only be carried out for a limited and reasonable amount of time consistent with the objectives of the monitoring, and only for a specific unauthorised activity. All such occasions will be fully documented showing who made the decision to use covert monitoring and why.

Cameras

Esland will make every effort to position cameras so that they only cover Esland premises.

No cameras will focus on any residential accommodation, public areas and entrances excepted.

Esland will clearly display signs so that staff, students and visitors are aware they are entering an area covered by CCTV. Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Guidance - If, for any reason, any neighbouring domestic areas that border Esland are included in the camera view, the occupants of the property will be consulted prior to any recording, or recording for those areas will be disabled.

Signs will state: CCTV on site.

Images

Quality Images produced by the equipment must be as clear as possible so that they are effective for the purpose(s) for which they are intended.

Guidance - The following standards must be adhered to:

After installation, make an initial check of the equipment to ensure it works properly, and monitors the intended area only.

Retention and maintenance

Guidance

- For digital recording systems, CCTV images held on the hard drive of a PC or server will be overwritten on a recycling basis once the drive is full, and in any event, will not be held for more than 31 days. Images stored on removable media such as CDs will be erased or destroyed once the purpose of the recording is no longer relevant. All digital recordings will be digitally watermarked to maintain integrity.
- Do not continue to use media once it becomes clear that the quality of the images has begun to deteriorate

- Where the location of the camera and time/date are recorded, these should be accurate.
- Document the system for ensuring accuracy.
- Site the cameras so they will capture images relevant to the purpose(s) for which the scheme has been established.
- Assess whether it is necessary to carry out constant real-time recording, or only at certain times when suspect activity usually occurs or is likely to occur
- Cameras should be properly maintained and serviced, and maintenance logs kept
- Protect cameras from vandalism so that they are kept in working order.
- In the event that cameras break down or are damaged, there should be clear responsibility for getting them repaired and working within a specific time period.

Access to and disclosure of images to third parties

Access to, and disclosure of, images recorded on CCTV will be restricted and carefully controlled. This will ensure that the rights of individuals are retained, and also ensure that the images can be used as evidence if required. Images can only be disclosed in accordance with the purposes for which they were originally collected.

Access to images

Access to recorded images will be restricted to those staff authorised to view them, and will not be made more widely available.

Monitors displaying images from areas in which individuals would have an expectancy of privacy should only be seen by staff authorised to use the equipment.

Viewing of recorded images should take place in a restricted area to which other employees will not have access while viewing is occurring.

If media on which images are recorded are removed for viewing purposes, this should be documented.

Images retained for evidence should be securely stored.

Guidance - Document the following information when media are removed for viewing:

- Date and time they were removed
- The name of the person removing the media
- The name(s) of the person(s) viewing the images.
- The name of the Esland department to which the person viewing the images belongs, or the person's organisation if they are from outside the Esland.
- The reason for viewing the images
- The date and time the media were returned to the system or secure storage.

Disclosure of images

Disclosures to third parties will only be made in accordance with the purpose(s) for which the system is used and will be limited to:

- Police and other law enforcement agencies,
- Where the images recorded could assist in a specific criminal enquiry and/or the prevention of terrorism and disorder, prosecution agencies, relevant legal representatives.
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings)
- In exceptional cases, to others to assist in identification of a victim, witness or perpetrator in relation to a criminal incident.

The registered manager (responsible individual) or his/her designated agent, is the only person who can authorise disclosure of information to the police or other law enforcement agencies.

All requests for disclosure should be documented. If disclosure is denied, the reason should also be recorded.

Guidance - In addition to the information outlined above, the following should be documented:

- If the images are being removed from the CCTV system or secure storage to another area, the location to which they are being transferred.
- Any crime incident number, if applicable

- The signature of the person to whom the images have been transferred.

Individuals' access

The General Data Protection Regulation gives individuals the right to access personal information about themselves, including CCTV images.

The manager responsible for the system will liaise with the Safeguarding Officer or RI to determine whether disclosure of the images will reveal third-party information.

Under the Freedom of Information Act 2000, a copy of this policy will be provided to anyone making a written request for it.

Guidance - Requests for access to CCTV images must include: the date and time when the images were recorded, the location of the CCTV camera, further information to identify the individual, if necessary

How do I make a complaint?

If you require further information about any aspect of the CCTV systems or you wish to make a complaint, please use the complaints procedures.

Security

The Esland Online School headquarters has secure access. All visitors are requested to sign in and out of the premises and will be required to wear identification. All visitors will be escorted at all times when the office, who don't have a company DBS. Visitors will be made aware of both safeguarding and fire procedures on arrival.

General duties

The contents of this handbook are not all inclusive and as such do not cater for all health and safety situations. Esland consists of a number of complex buildings and activities; therefore, all employees are expected to exercise day-to-day observation and monitoring of health and safety issues. Where you identify or are in doubt about anything associated with the health and safety of yourself or others, draw it to the attention of your Line Manager.

Links with other policies

- Child protection and Safeguarding Policy.
- First Aid Policy.
- Online Safety Policy.