



Esland North Limited - Exec

ED00510 - Health and Safety - Online School

Statement of Intent

Esland North Limited (Esland) is committed to achieving high standards of health and safety across all of its provisions, and accepts its responsibilities as an employer and as an educator of young people. As far as is reasonably practicable, Esland will provide a safe and healthy environment in which to work and to learn, for its employees and for the young people affected by its undertaking.

The online school is a non-accredited provision of Esland North Limited. It delivers lessons to pupils remotely and does not currently hold a Department for Education (DfE) registration number, and does not operate from separate school premises; its staff are based at Esland Head Office and/or work from home. This policy applies to the online school regardless of its accreditation status, and sits alongside the Head Office Health & Safety policy (ED0051), which governs the Head Office building itself.

Because teaching and learning take place online, the most significant health and safety risks are different from those of a traditional school. This policy therefore focuses on safe use of display screen equipment, homeworking and remote working, the physical wellbeing of pupils during online lessons, and how staff respond when a pupil is unwell or in danger while learning at home.

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 that the precautions that exist under the Health and Safety at Work etc. Act 1974 and associated legislation are used to minimise accidents and to avoid unnecessary injury and ill health.

Esland will ensure that:

- All legal and regulatory requirements are met.
- Accountabilities and responsibilities for risk management are assigned at appropriate levels, and the resources needed for risk management are allocated.
- Risks arising from online delivery, homeworking and remote working are assessed and controlled.

The online school aims to:

- Provide and maintain safe and healthy working arrangements for staff, whether based at Head Office or working remotely.
- Support pupils and their families to learn in a safe, healthy home environment, including through breaks away from the screen.
- Establish safe working procedures among staff, pupils, families and visitors.
- Have robust procedures in place in case of emergencies that arise during online lessons.

Signed:

A handwritten signature in black ink, appearing to read 'Jill Palmer'.

Jill Palmer

Chief Executive Officer

Date 21/08/2026

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), and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and others affected by their work.
- 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 provide appropriate information and training.
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to assess display screen equipment workstations and set out users' entitlement to an eyesight test. These regulations apply to staff who use display screen equipment at home as well as at Head Office.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the HSE, and set out the timeframe for this and how long records must be kept. Reportable work-related injuries to homeworkers are within scope where the injury arises from the work activity.
- The Electricity at Work Regulations 1989, which require electrical systems and equipment used at work to be maintained so as to prevent danger, including employer-provided equipment used by homeworkers.
- The Regulatory Reform (Fire Safety) Order 2005 and other premises-related legislation, which apply to the Head Office building and are addressed in ED0051.
- Esland follows national guidance published by the UK Health Security Agency (UKHSA) and government guidance on infection control where it is relevant to staff attending Head Office and to pupil and staff wellbeing.

Roles and Responsibilities

Esland North Limited (the employer)

Esland North Limited is the employer and holds ultimate responsibility for health and safety across its provisions, including the online school. The Board and senior leadership set the strategic direction for health and safety and make sure the resources needed to manage risk are in place. They delegate day-to-day responsibility for health and safety in the online school to its senior leader.

As the employer, Esland North Limited has a duty to:

- Assess the risks to staff and others affected by the online school's activities, including homeworking, and introduce the measures needed 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 programme.

The nominated health and safety lead for Esland is the Head of Estates and Health & Safety Officer, who oversees health and safety across the education settings and reports to senior leadership. The Education Director holds senior oversight of health and safety within Esland's provisions.

Headteacher of the online school

The headteacher of the online school is responsible for health and safety day-to-day within the provision. This involves:

- Implementing this health and safety policy.
- Ensuring there are enough staff to safely supervise and support pupils during online lessons.
- Ensuring staff complete display screen equipment and homeworking self-assessments, and that identified actions are carried out.
- Providing adequate health and safety training for staff.
- Ensuring risk assessments (including for lone and remote working) are completed and reviewed.

- Ensuring that clear procedures are in place for emergencies that arise during online lessons, and that staff know them.
- Reporting to the Head of Estates and Health & Safety Officer and senior leadership on health and safety matters.
- Ensuring that, in their absence, health and safety responsibilities are delegated to another senior member of staff.

Teachers and support staff

Staff have a duty to take care of pupils in the same way that a prudent parent or carer would. 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, including when working from home.
- Co-operate with the online school on health and safety matters, and complete workstation and homeworking self-assessments honestly.
- Work in accordance with training and instructions, and use employer-provided equipment as intended.
- Take regular breaks away from the screen and report any discomfort, eye strain or work-related ill health to their line manager.
- Inform the appropriate person of any situation representing a serious and immediate danger — to themselves or to a pupil — so that action can be taken.
- Understand and be confident in the procedures for dealing with an emergency during an online lesson.

Pupils and parents/carers

The safety of the home learning environment is the responsibility of the pupil's parents or carers. Pupils and parents/carers are responsible for:

- Following the online school's health, safety and wellbeing advice, including guidance on a suitable place to learn and on taking breaks away from the screen.
- Ensuring a responsible adult is available or contactable while the pupil is attending online lessons, so that physical help can be given if the pupil becomes unwell or an emergency arises.
- Providing the online school with up-to-date emergency contact details and the address from which the pupil normally learns, so staff can direct help if needed. (This information will be processed and stored in accordance with UK GDPR and the Data Protection Act 2018 and accessed only by those staff who require it for safeguarding and emergency response purposes)
- Reporting any health and safety incident affecting the pupil to a member of staff.

Contractors and visitors at Head Office

Contractors and visitors attending the Head Office building are covered by the arrangements in ED0051 and will agree health and safety practices before starting work.

Head Office premises

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

The online school does not operate from separate school premises. Where staff are based at, or visit, Esland Head Office, the health and safety arrangements for the building — including site security, fire safety and evacuation, COSHH, gas safety, legionella, asbestos, working at height, manual handling and lettings — are governed by the Head Office Health & Safety policy (ED0051). Staff based at Head Office must familiarise themselves with ED0051, including the fire evacuation procedure and assembly points for the building.

This policy does not repeat those premises arrangements. It covers the additional risks that arise because teaching and learning are delivered online and staff may work remotely.

Display screen equipment (DSE)

Because staff spend significant periods delivering and preparing lessons on screen, display screen equipment is one of the most important health and safety considerations for the online school. This applies whether staff work at Head Office

or from home.

- All staff who use display screen equipment as a significant part of their normal work will complete a DSE workstation self-assessment. 'Significant' is taken to be continuous or near-continuous spells of an hour or more at a time.
- Homeworkers complete the self-assessment for their home workstation (see Appendix 1). Any actions arising – for example, a need for equipment adjustments – are raised with their line manager and addressed.
- Staff are encouraged to change posture regularly and to take short breaks or changes of activity away from the screen (roughly 5–10 minutes each hour) to reduce fatigue and eye strain.
- Staff identified as DSE users are entitled, on request, to an eyesight test for DSE use by a qualified optician, and to corrective glasses if they are required specifically for DSE use.
- Where reasonable, the online school will provide equipment (such as a separate monitor, keyboard, mouse or laptop stand) to support a safe home workstation set-up.

Homeworking and remote working

Where staff work from home, they remain covered by this policy and by the employer's duty of care. Homeworking arrangements should provide a safe place to work and a reasonable separation between work and home life.

- Staff will complete a homeworking and DSE self-assessment (Appendix 1) before regular homeworking begins, and again when their set-up changes significantly.
- The working area should be reasonably lit, ventilated and free from trip hazards, with cables routed safely.
- Staff should agree working patterns with their line manager and take proper rest breaks and a lunch break, to protect against fatigue and to maintain a healthy work–life boundary.
- Any accident, injury or near miss that happens while working at home is reported in the same way as one at Head Office (see Accident and incident reporting).
- Employer-provided equipment must be used for its intended purpose and kept in good, safe condition; faults are reported promptly.

Electrical safety of equipment

- Equipment provided by Esland for homeworking is maintained so as to prevent danger, in line with the Electricity at Work Regulations 1989, and is visually checked and, where appropriate, portable appliance tested (PAT) on the normal Esland cycle.
- Staff carry out a simple visual check of employer-provided equipment before use – looking for damaged leads, plugs or casing – and stop using and report anything that appears unsafe.
- Electrical equipment is not handled with wet hands and is used only in dry conditions.
- Staff are responsible for ensuring that the electrical supply and sockets they use at home are in reasonable condition; concerns about employer-provided equipment are reported to the Head of Estates or through the maintenance portal (JIRA).
- Staff must not overload sockets or extension leads when setting up their home workstation.

Lone and remote working

Much of the online school's work is carried out by staff working alone, whether at home or in a single-occupancy space at Head Office. Lone and remote working may include home working, remote lesson delivery, late or weekend working, and self-isolation.

- A risk assessment for lone and remote working will be completed by the Head of the online school (or their delegate).

- Staff who work alone will ensure they are fit to do so and know how to raise the alarm or seek help if they feel unwell or unsafe.
- Staff maintain regular contact with their team and line manager during remote working, and agree how they will keep in touch.
- Potentially higher-risk physical activities (for example, anything involving working at height) are not undertaken while working alone; where in doubt, the task is postponed until support is available.
- Staff should be alert to the wellbeing effects of working alone for long periods, and are encouraged to build in contact with colleagues.

Online lesson delivery and pupil wellbeing

Esland Online School recognises that health and safety extends beyond physical safety to include the wellbeing of pupils participating in online learning. Staff are expected to promote a safe, supportive and inclusive learning environment that enables pupils to engage positively while also protecting their physical and emotional wellbeing. The school recognises that prolonged screen use, isolation and individual vulnerabilities may affect some pupils and seeks to mitigate these risks through a balanced and responsive approach to online education.

Teaching and learning are designed to include appropriate opportunities for movement, screen breaks, reflection and offline activities where appropriate. Staff are encouraged to remain alert to signs that a pupil may be experiencing fatigue, distress, illness or difficulty engaging with learning and to respond in line with the school's safeguarding and pastoral procedures.

The school recognises that pupils with SEND, autism, social, emotional and mental health needs, medical conditions or experiences of trauma may require additional support to participate safely and successfully in online learning. Reasonable adjustments will be considered through individual planning, risk assessments, EHCP reviews and partnership working with families and professionals.

Parents and carers remain responsible for the physical home learning environment and for supervising pupils where appropriate. The school works collaboratively with families to promote healthy routines, regular breaks from screens, positive wellbeing and safe participation in online education.

Any concerns relating to a pupil's health, safety, wellbeing or welfare identified during online lessons will be managed in accordance with the school's safeguarding procedures and, where appropriate, shared with parents, carers or other relevant professionals to ensure pupils receive the support they need.

Digital Wellbeing

The school recognises that technology plays an important role in learning but also that excessive screen time can contribute to eye strain, fatigue, reduced concentration and diminished wellbeing. Staff therefore promote healthy digital habits, including regular movement, hydration, appropriate rest breaks and a balanced approach to online and offline activities. The school will continue to review its curriculum, timetable and teaching approaches to support positive digital wellbeing for both pupils and staff.

Online learning environment safety

Esland Online School recognises that a safe learning environment includes both physical and psychological safety. Staff promote safe online learning environments by establishing clear expectations regarding behaviour, respectful communication, appropriate use of cameras and chat functions, and safeguarding within virtual classrooms. Concerns relating to welfare, emotional wellbeing or safety observed during online learning sessions will be managed through the school's safeguarding procedures.

Emergencies during online lessons

Because staff are not physically present with pupils, they cannot provide direct first aid during an online lesson. Clear procedures are therefore in place for when a pupil becomes unwell, is injured, or is otherwise in danger while online.

- If a pupil appears to be seriously unwell or injured during a lesson, staff will immediately alert the responsible adult at the pupil's home if one is contactable.

- If there is an immediate risk to life and no adult can be reached, staff will call the emergency services (999) and give the pupil's recorded home address, then inform a senior leader and the designated safeguarding lead without delay.
- Staff remain with the pupil online, so far as possible, until help arrives or the situation is resolved, keeping the pupil calm and reassured.
- The incident is recorded and reported in line with the Accident and incident reporting section and Esland's safeguarding procedures, and parents/carers are informed as soon as reasonably practicable.
- Staff know how to end or step away from a live lesson safely so that other pupils are appropriately supervised or the session is paused while an emergency is dealt with.

First aid and medical needs

As pupils learn at home, first aid for a pupil is provided by the responsible adult present, not by online school staff. The online school's role is to raise the alarm, direct help and share relevant information quickly.

- Parents/carers are responsible for first aid and for meeting the pupil's day-to-day medical needs while the pupil is learning at home.
- The online school keeps relevant information about pupils' significant medical needs, with consent, so that staff can respond appropriately and inform the emergency services if necessary.
- For staff based at or visiting Head Office, first aid arrangements are those set out in ED0051 and the Esland first aid policy.
- Staff working from home are responsible for their own first aid provision and are encouraged to keep a basic first aid kit accessible.

Occupational stress and wellbeing

Esland is committed to promoting high levels of health and wellbeing and recognises that homeworking and continuous online delivery can bring particular pressures, including isolation, screen fatigue and difficulty separating work from home life.

- Workplace stressors are identified and reduced through risk assessment, and staff workloads are monitored.
- Systems are in place for staff to raise individual concerns with their line manager, and staff are signposted to available wellbeing support.
- Managers encourage regular breaks, reasonable working patterns and regular contact with colleagues to reduce isolation.

New and expectant mothers

A risk assessment will be carried out whenever an employee notifies the online school that they are pregnant, and appropriate measures will be put in place to control any risks identified. For staff working from home, the assessment will consider the home workstation set-up, working patterns and rest breaks, and any adjustments to equipment or workload that may be needed.

Infection prevention and control

Because teaching is delivered online, the risk of infection spreading between pupils in a shared setting does not arise as it would in a traditional school. Infection control is relevant mainly to staff who attend Head Office and to general staff and pupil wellbeing.

- Staff attending Head Office follow the infection prevention and control arrangements in ED0051, and the good hygiene practices set out there.

- Esland follows national guidance published by the UK Health Security Agency (UKHSA) when responding to infection control issues, including recommended exclusion periods where relevant. The exclusion periods in ED0051 (Appendix 3) apply where an in-person element is involved.
- Staff and pupils who are unwell are supported to rest and recover; staff who are too unwell to work follow the normal Esland absence reporting process.

Accident and incident reporting

Recording incidents

- An accident/incident report (Appendix 2) will be completed as soon as possible after an incident by the member of staff who deals with or becomes aware of it. As much detail as possible will be supplied, including whether the person affected was at home, at Head Office or elsewhere.
- Information about a pupil's injury or illness will also be kept in the pupil's record, and a report may need to go to the relevant external agency in line with Esland's safeguarding procedures.
- Records are retained 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 (RIDDOR)

The Head of the online school will keep a record of any accident that results in a reportable injury, disease or dangerous occurrence as defined in RIDDOR 2013. This includes reportable work-related injuries to staff working from home where the injury arises from the work activity.

Esland's HR department reports reportable incidents to the HSE. Deaths, specified injuries and dangerous occurrences will be reported without delay, by telephone or online, and confirmed with a written report within 10 days of the incident. Work-related injuries that keep an employee away from work, or unable to perform their normal duties, for more than 7 consecutive days (not counting the day of the incident) will be reported within 15 days of the accident. Information on how to make a RIDDOR report is available on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>

Notifying parents/carers and external agencies

The Head of the online school (or their delegate) will inform parents or carers of any accident, injury or significant incident affecting their child on the same day, or as soon as reasonably practicable, and will notify the relevant external agencies of any serious incident in line with Esland's safeguarding procedures.

Training

Staff are provided with health and safety training as part of their induction, including guidance on safe display screen equipment use, homeworking and lone working, and the procedures for dealing with an emergency during an online lesson. Staff whose roles carry additional risk are given further training as appropriate.

Monitoring

This policy will be reviewed by the Head of Estates and Health & Safety Officer annually, together with the Head of the online school. At every review, the policy will be approved by Esland's senior leadership.

Links with other policies

- This health and safety policy links to the following policies:
- Health & Safety (ED0051)
- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Remote learning
- Online safety / acceptable use

- Safeguarding and child protection
- Emergency or critical incident plan

Appendix 1: Homeworking and DSE self-assessment checklist example

Staff working from home complete this self-assessment before regular homeworking begins, and again when their set-up changes. Any 'no' answer, or any discomfort noted, is raised with the line manager so that action can be taken.

Item to check	Yes / No / Action
Is the chair stable, adjustable, and does it provide support for the lower back?	
Are the screen, keyboard and mouse positioned so the neck, shoulders and wrists stay in a neutral, comfortable position?	
Is the top of the screen at roughly eye level and about an arm's length away?	
Is there enough space on the work surface for equipment and documents?	
Is lighting adequate, with the screen positioned to avoid glare and reflections?	
Is the equipment (laptop, monitor, charger, cables) in good condition, with no damaged leads or plugs?	
Are cables routed so they are not a trip hazard?	
Are regular short breaks or changes of activity taken to avoid prolonged screen use (roughly 5–10 minutes away from the screen each hour)?	
Is the temperature, ventilation and noise level of the working area reasonable?	
Are any discomfort, aches or eye strain being reported to the line manager?	

Appendix 2: Accident / incident report form example

Name of injured / affected person	
Role / year group	
Was the person at home, at Head Office, or elsewhere? (state location)	
Date and time of incident	
How the incident came to light (e.g. reported during a live lesson, reported by phone/email)	
Incident details: describe in detail what happened, how it happened and any injury sustained	
Immediate action taken (including any first aid given by an adult present, and by whom)	
Follow-up action required to check on the person and reduce the risk of recurrence	
Was the incident reportable under RIDDOR? (yes/no — if yes, note referral to HR)	
Name of staff member recording the incident	

Signature	
Date	