



Health and Safety Policy
Latest update: August 2025
Date for review: August 2026

1. Policy Commitments and Principles

Oaks Rise commits to operating in accordance with the Health and Safety at Work (etc) Act, 1974, The Management of Health & Safety at Work Regulations, 1999, and all other applicable regulations and codes of practice, so far as is reasonably practicable.

The Board of Directors will ensure that significant risks are assessed, and suitable and sufficient measures are adopted to allow each employee/contractor to carry out their duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised.

Oaks Rise will strive to achieve continuous improvement in Health & Safety performance. The Board of Directors will ensure that others who are affected by any activities are not subjected to unacceptable risks to their health and safety including learners, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within Oaks Rise. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring, and review of preventative and protective measures. In addition, the Board of Directors will undertake to ensure compliance with policy and guidance produced by Brighton and Hove City Council.

We believe that health and safety standards will be maintained only with the cooperation of all staff, learners and visitors to the provision. We expect all staff to cooperate fully with this policy. In addition, we will ensure that all learners, visitors and contractors are provided with the information they require to enable them to comply with this policy and remain safe.

All staff are responsible for their own health and safety and that of other persons in the provision by the proper observation of provision rules and procedures. Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8:

'It shall be the duty of every employee while at work a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work and b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.' 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory

provisions.'

2. Roles and Responsibilities

The designated person with overall responsibility for Health and Safety is: Georgia Rowe, Director.

All staff and directors at Oaks Rise shall:

- Attend and act in accordance with any relevant health & safety training identified to discharge their duties;
- Ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the provision procedure;
- Follow safe working procedures;
- Be familiar with the general, emergency and particular safety rules that apply to their area of work;
- Ensure that the learning area and all other areas are tidy and good housekeeping standards are maintained;
- Undertake a visual inspection of equipment prior to use and ensure that any portable electrical equipment they use is made available for testing;
- Report defects to the Board of Directors and make the equipment/area safe until the defect is dealt with;
- Take part in emergency/fire evacuation drills;

The Board of Directors have overall responsibility for safety policy, organisation and arrangements throughout Oaks Rise and will:

- Budget for safety and health matters;
- Review the Safety Policy annually and when significant changes occur within the organisation of the provision, and communicate these to all staff;
- Develop, introduce, maintain and review safety management procedures to ensure the provision complies with legislative requirements and good industry practice; • Ensure health and safety issues associated with building projects are complied with and taken into account when considering any changes to the building; • Nominate specific staff with designated safety roles, e.g. First Aiders; Health and Safety Coordinator and ensure they receive appropriate training;
- Ensure adequate numbers of staff are trained in first aid procedures (to cover trips, sickness, etc) and co-ordinate the work of the First Aiders;

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- Ensure that statutory maintenance, inspections and testing is carried out with the time specification and any remedial work carried out. This includes fixed service equipment and portable electrical equipment.
- Ensure that all incidents are reported to the designated Health & Safety lead within 5 days of the incident (especially before the end of term); that necessary records of incidents are maintained and that incident data is monitored and reviewed to identify trends and remedial actions needed;
- Identify staff training requirements to allow the provision to comply with legislative

and good industry practice that relate to or affect health, safety and welfare. • Lead liaison with relevant inspectors or departments for any safety aspect relating to the building.

- Ensure that the relevant Inspections are carried out at timely intervals, recorded and that necessary remedial action is carried out.
- Develop and establish emergency procedures, and organise fire evacuation practices within the provision – See Fire Safety Policy for more detail • Develop and adhere to safety procedures for operations carried out within Oaks Rise by their staff and by outside contractors under their control.
- Ensure the provision and maintenance of all fire safety equipment, including the preparation and review of Fire Risk Assessments; - See Fire safety certificate from Guides
- Communicate and publicise safety matters as appropriate to staff, learners, contractors, visitors, (as appropriate.)
- Ensure that all staff have read and understand this Oaks Rise Health and Safety Policy, and receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and evacuation and accident reporting), any restricted tasks and activities.
- Complete the provision's risk assessment list and ensure that risk assessments covering all aspects of the provision's operations are in place, regularly reviewed and information is communicated to relevant staff –risk assessment available on request.
- Ensure that reports on health and safety matters with respect to the building and grounds are prepared; These are available on request.
- Ensure that premises safety inspections are undertaken bi-termly, and keep records of any faults identified (if appropriate);
- Attend to defect reports and recommendations from staff
- Keep records of hazards identified on site by staff and the remedial action taken and when;
- Ensure safety procedures/ method statements are developed and adhered to for operations carried out within Oaks Rise by their own site staff and by outside contractors under their control;
- When liaising with contractors, ensure they have had sight of the Asbestos Register; • Ensure equipment, including personal protective equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place;

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- monitor accident reporting to identify any trends;
- Have a general oversight of health, safety and first aid matters.
- Seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation. • Ultimate responsibility in all areas of safety rests with the Board of Directors. This duty is of no less importance than any of the responsibilities attached to that position.
- Monitoring of all issues relating to this policy is the responsibility of The Board of Directors.

Learning Facilitators

The Learning Facilitators have the authority to make and implement decisions throughout the provision at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law

Learning Facilitators are responsible for the immediate safety of the learners at Oaks Rise under the management of the **Education Coordinator** and designated Safeguarding Lead, **Laura Ball**. Learning Facilitators are responsible for their own learning areas and their associated equipment and as such, it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each Learning Facilitator will:

- Undertake and implement risk assessments for specific activities and ensure that safe working and emergency procedures are followed personally;
- Provide safety information regarding the activity being undertaken prior to the activity commencing and during the activity, as and when required;
- Ensure that where necessary special working procedures, protective clothing and equipment are provided and appropriate for use.
- Ensure that clear instructions and warnings are given to learners verbally and in writing as often as necessary, and as appropriate for the age and level of understanding of the learners (i.e. taking special educational needs (SEN) into account);
- Ensure they have attended any specific curriculum based/ health and safety training relevant to their role.

First Aiders

- Shahnaz Zarif, Senior Learning Facilitator is the First Aider / First Aid Lead on site, supported by Sarah Daisy. The third adult on site is to have pediatric first aid training to act as a third support;
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- When on duty the First Aiders are responsible for supporting health and welfare issues within Oaks Rise and in particular should:
 - o Be responsible for attending to and monitoring learner or visitor illness/injury and referring learners to hospital as appropriate;
 - o Administer learner medication and record in a designated book, subject to prior parental / guardian consent;
 - o Maintain the provision first aid equipment and space available for first aid to take place;
 - o Maintain storage for learner medication to ensure its secure but accessible as needed;
 - o Assist in the development of health promotion activities at the provision;
- Ensure that the necessary records are maintained relating to administration of medicines and incidents/ accidents following the provision's procedures.

Learners

With consideration of their age, ability and any SEN or behavioural need, each learner is responsible for their personal safety and that of their peers by proper observation of provision rules and procedures. In particular, each learner will:

- Observe appropriate levels of safe behaviour, appropriate to the working situation,

whilst bearing safe reasonable adjustments in mind

- Heed warnings, observe any non-negotiable rules, and respect the Learning Facilitator's decisions about safe behaviours.
- Not wilfully, misuse, neglect or damage things provided for safety.

Visitors

The Board of Directors and staff are responsible for the health and safety of visitors to the provision, including contractors. All visitors to Oaks Rise are recorded on the adult sign in/sign out book by the provision entrance. The Learning Facilitators will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation.

Any visitors without an enhanced DBS check should never be left alone with children and must be supervised at all times by a staff member or Director with an enhanced DBS check.

3. Accident and Incident Procedures

Accidents are unexpected events that happen in the workplace that result in property damage, personal injury, illness, or death. Incidents are unexpected events that happen in the workplace but do not result in property damage, personal injury, illness, or death.

Accidents, therefore, can be incidents, but not all incidents are accidents. There is also a subcategory to incidents called "near misses". These are incidents that could have resulted in damage, injury, illness, or death.

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It is important to report accidents and incidents for a number of good reasons. Reporting such events in separate incident and accident books can help prevent the same things from happening again and Oaks Rise has to learn from those mistakes.

Knowing exactly what happened is the first step to learning and coming up with the right solutions to ensure the same mistakes don't happen again. This is especially true for incidents, as it is an opportunity to fix a problem where nobody gets hurt. By reporting an incident, you can prevent an accident.

A basic first aid kit, including a forehead thermometer, is kept in the provision kitchen - clearly labelled. The Director with responsibility for first aid maintains a central supply of first aid materials to supplement first aid boxes. Parents/carers are expected to inform the provision if their child has an allergy and a list of any such children is kept in the Oaks Rise Cupboard and on the shared drive digitally. This information is shared with all staff.

In the event of an accident, the following procedure is followed:

The closest member of staff present will assess the seriousness of the injury and seek the assistance of the designated First Aider, if appropriate, who will provide the required first aid treatment;

- The First Aider, if called, will assess the injury and decide if further assistance is

needed from a colleague or the emergency services. They will remain on scene until help arrives;

- The First Aider will also decide whether the injured person should be moved or placed in a recovery position;
- If the First Aider judges that a learner is too unwell to remain at Oaks Rise, parents / carers or a representative nominated by the parent / carer will be contacted and asked to collect their child / young person.
- Upon their arrival, the first aider will update parents/representatives and give suggestions of potential next steps. It is for the parents/representative to decide on the next course of action;
- If emergency services are called, the relevant member of staff will seek to make contact with the parents or emergency contacts as soon as is practically possible; • The First Aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.
- In any event, all parents and relevant schools are notified of any injuries pertaining to their child.

Roles and Responsibilities

The designated First Aider is responsible for supporting health and welfare issues within Oaks Rise and in particular should:

- Be responsible for attending to and monitoring learner or visitor illness/injury and contacting parents/ carers or referring to hospital as appropriate;
- With the prior consent of parents, administer learner medication and record in a designated book;
- Maintain the Oaks Rise first aid equipment and space available for first aid to take place;
- Maintain storage for learner's medication to ensure it is secure but accessible as needed;

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The Oaks Rise directors will:

- Ensure adequate numbers of staff are trained in first aid procedures (to cover trips, sickness, etc) and oversee the work of the First Aider;
- Ensure that the necessary records are maintained relating to administration of medicines and incidents/ accidents following Oaks Rise procedures.

Administering Medicines Procedure

Although Oaks Rise is not a school, we endorse the standard terms and conditions for the employment of teachers, which do not include giving or supervising a learner taking medicines. However, Shahnaz Zarif has taken on this role.

At Oaks Rise:

- Medicines are only administered when it is essential, i.e. where it would be detrimental to a learner's health if it was not done during their time at Oaks Rise; • A

permission form must be filled out and submitted by the responsible parent; • Details of medicines prescribed, and those that are to be administered at Oaks Rise, are recorded in a learner's individual log;

- Members of staff who have volunteered to accept the responsibility for administering prescribed medicines are provided with appropriate training to ensure that they are competent, aware of any possible side effects and know what to do in the case of an emergency.

4. Reporting and Recording Accidents and injuries

- All injuries that come to staff attention, no matter how slight, are recorded in the accident book (accident book -stored in the Oaks Rise teachers cabinet).
- All staff report any accident involving either themselves, visitors or volunteer helpers by recording the details in the accident log book (accident book -stored in the Oaks Rise teachers cabinet).
- All staff report any near misses involving either themselves, visitors or volunteer helpers by recording the details in the incident log book (incident book -stored in the Oaks Rise teachers cabinet).

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Reporting to the HSE

The designated First Aider 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). They will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death
- 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 a learner or employee is away from Oaks Rise or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done.

Reporting to Ofsted and child protection agencies

Although Oaks Rise is not a school, we have applied to join the Ofsted Voluntary Childcare Register. Once we are accepted onto the Register the designated Oaks Rise directors will notify Ofsted of any serious accident, illness, or injury to, or death of a learner while in the care of Oaks Rise. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. We will also report such incidents to the relevant Brighton and Hove County Council department.

- The Board of Directors will ensure that the electronic forms are completed and emailed to the council's Health & Safety Team within 5 days. As the authority is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE), it is important that the Health & Safety team be notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

The Health & Safety team will investigate certain incidents/accidents following receipt of the form to prevent a re-occurrence.

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5. Health Issues

Smoking and Vaping

We have a specific legal duty to protect staff, contractors, visitors and the general public from the dangers of smoking and second-hand smoke (breathing smoke from other people's cigarettes). In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy anywhere on the Oaks Rise premises, both inside and outside. Staff, directors, visitors, contractors, volunteers and parents / carers are not permitted to vape inside the Oaks Rise building or at any time when learners or their parents are present on the Oaks Rise site.

Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs increases the risk of accidents both to themselves and to colleagues and constitutes gross misconduct. Staff who are under the influence of alcohol or drugs will be immediately excluded from work and will be subject to disciplinary procedures. Some drugs prescribed for medical reasons may impair judgement, induce fatigue and/or lower concentration. If staff feel they are affected when on medication, they must inform the Board of Directors , who will implement additional arrangements that safeguard our learners, the individual and the staff they work with.

Staff are also made aware that they can access:

- the Local Authority Occupational Health service, which gives access to a staff counselling, information and advice, 24 hours a day/365 days of the year.
- The Education Support Helpline on 08000 562 561, 24 hours a day/365 days of the year.

Staff Wellbeing

Our health and safety at work is not only determined by the physical environment we work in, but also by the nature of our work, our emotional wellbeing, fitness, our relationships and issues from outside work that impact on physical and mental wellbeing. Oaks Rise considers staff wellbeing a high priority. Please refer to the staff wellness policy.

Stress at work

Managing stress at work is paramount to staff wellbeing and The Board of Directors will ensure all staff and directors have access to the appropriate training for managing stress at work. If this training is not sufficient and a member of staff and directors is experiencing increased levels of stress please refer to the person named as Welfare lead below to discuss this further, so we can take reasonable steps to relieve stress.

New & Expectant Mothers

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Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breastfeeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children.

The following procedure is in place:

- Female staff (full and part-time) are encouraged to inform the Board of Directors as soon as they feel comfortable to do so, and in writing after pregnancy has been confirmed.
- The Board of Directors will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed throughout the pregnancy and if circumstances surrounding the pregnancy alter in any way.
- The Health and Safety Coordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

Infection Control - (see also the Public Health England Risk Assessment) From time to time infectious diseases will occur amongst learners, staff and may also occur in the wider population as in the case of COVID 19. Good personal and general hygiene precautions are crucial to prevent the spread of infections and handwashing is the most important intervention in cross-infection. Refer to the Infection Control Standard for:

- Guidance on who to contact for help and advice in relation to communicable diseases
- Basic information on common infections and diseases together with guidance on where to get further information

- Information on the role of Public Health England

For infections in the general public, National Government and Local authority guidance

should be followed. Risk Assessment should also be developed to minimise the spread of the infection to protect staff and learners.

Risk Assessment

Risk assessment is a key part of the safety management arrangements and hazard control at Oaks Rise. Managers must ensure risk assessments are undertaken and information on identified controls are brought to the attention of staff and others who need to know.

See our Risk Assessment Policy for more information.

Specific Hazards

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Educational provisions are not generally considered as dangerous places to work in but they can still create risk of injury or to health. The hazards relevant to this provision are detailed in the provision risk assessment.

Oaks Rise Risk Assessment Policy outlines the risk assessments that are required for Oaks Rise; individual people assessments and specific assessments which may be required depending on the facilities, services etc at Oaks Rise. The guide has been used as a checklist to identify which assessments are needed in this provision.

Work at Height

Activities involving working at height are the top cause of fatalities and serious injuries in the workplace. Everyone has responsibilities to ensure activities are safely planned, those involved in working at height are competent and that risk assessments and controls are adhered to at all times.

All work at height must be properly planned and organised to ensure they are carried out safely. The hierarchy to follow is:

- Avoid work at height if at all possible
 - If work at height is unavoidable, control measures must be put in place to prevent falls •
- Where the risk of falling cannot be prevented, control measures must be put in place to minimise the distances and consequences of a fall.

The selection and inspection of suitable equipment is an essential control feature. Chairs, furniture or other equipment not designed for this purpose must not be used to work at height or access. The procedures set out in Brighton and Hove County Council's Working at Height standard will be followed for all work at height activities.

The Board of Directors is responsible for ensuring arrangements are in place for identifying and managing all work at height activities.

Work at height activities will only be carried out by staff who are competent and authorised

for the work involved and work will only commence when risk assessments and safe systems of work are in place and understood.

Vehicle Safety

To ensure safety of learners, staff, visitors & members of the public all parents and visitors must take all precautions and care when driving away from the site.

Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. It is the responsibility of the learning facilitators to ensure that the learning areas have clear traffic routes and that exit routes are kept clear.

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The learning facilitators will undertake an inspection whilst opening the provision each morning to ensure that communal areas are free from trip hazards, etc. Staff will report all hazards, obstructions, defects or maintenance requirements that they have been unable to resolve to the Board of Directors. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these are dealt with immediately.

The provision is cleaned after each session by an employed cleaning operative and is monitored by the Board of Directors. All waste is disposed of according to appropriate health and safety guidelines. Staff are not permitted to empty sanitary bins.

Cleaning the Hall

- Cleaning of the premises by an employed "cleaning operative" is undertaken after each session.

Kitchen: Please note how the kitchen is presented when you arrive and put things back exactly where they came from

- clean the sink and all surfaces
- clean any spillages in oven, microwave etc.
- put away anything that you have used

When leaving the premises please ensure that:

- All the heating has been switched off
- All the lights are switched off (please check outside lights and sensory room lights)

Off-site Visits

The **Education Coordinator** is responsible for coordinating any educational visits off site. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of Oaks Rise's Off-site Visits Policy and council policy on educational visits.

Transportation and use of private vehicles

We do not allow staff, directors or volunteers to transport learners unless in a medical emergency.

Where possible, depending on the nature of the emergency, adults must ensure: ● That their car insurance covers them for taking children, other than their own, to and from venues.

- Their driving licence covers them to drive the category of vehicle they are driving.
- The vehicle is fully taxed and insured.

- There are no endorsements for driving offences that would be considered unsafe i.e. dangerous driving.
- That car seats and seat belts comply with legal obligations for the height of the pupils carried.

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- That any special seating is securely installed to the regulatory standards. •
- That they do not travel alone with a child, ideally there should be two adults.

Hazardous Substances

Responsibility for implementation of the COSHH Regulations, annual review and (where necessary) updating has been delegated to The Board of Directors . All cleaning products are to be locked away in the Oaks Rise Cupboard. Please refer to the COSHH policy.

Administration of Medicines

The provision maintains electronic consent forms and records of medicines administered. The administration of medicine record (spreadsheet) is located in the shared Oaks Rise drive in the learners folder.

Lone Working

- Staff should not work alone without the permission of the Board of Directors •
- Staff should not conduct new parent visits alone at times of provision closure •
- Lone working should not be a habit but an exception

Staff working late will:-

- follow the lone working risk policy;
- make themselves aware of the essential contact numbers;
- have their mobile phone to hand;
- keep external doors to the building locked but ensuring that the key is not left in the lock in case of emergency access being required to prevent unauthorised access (subject to fire escapes being maintained);
- inform other members of staff working late when leaving;
- inform family/next of kin of intentions to work late and expected time of completion; •
- text or call the designated person on the team that you have safely left the building and then again that you have safely returned home;
- confirm with the Board of Directors the requirements for securing the building

6. Safety functions and responsible persons

Oaks Rise has identified the following safety functions and has designated those persons named below as responsible for carrying out those functions:

1. Risk Assessments - Georgia Rowe - may be delegated to Laura Ball or Lauren Daly depending on risk area
2. COSHH Assessments - Lauren Daly

3. Fire Risk Assessments - Georgia Rowe

4. First Aid Arrangements - Georgia Rowe

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5. Emergency Procedures- Georgia Rowe

6. Accident Reporting and Investigation - Georgia Rowe

7. Staff welfare - Georgia Rowe

8. Equipment Inspections & records - Georgia Rowe

Where any of the above-named personnel are unable to carry out their duties, for any reason, responsibility will pass to Georgia Rowe to ensure that suitable provision is made to ensure the discharge of each function.

Signed.. *Georgia Rowe*

Position...Director.....

Date: August 2025

