



OAKTREE
EDUCATION SERVICES
— O E S —

Health and Safety Policy



Document History

Version	Comments/Amendments	Name	Date
1	First Issue	Chris Kelly	22/04/2025

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1. Aims

Our college aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures among staff, students and visitors
- Implement robust emergency procedures
- Ensure premises and equipment are maintained safely and regularly inspected

2. Legislation

This policy complies with and references the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Regulatory Reform (Fire Safety) Order 2005
- Work at Height Regulations 2005
- Health and Safety (Display Screen Equipment) Regulations 1992
- Guidance from:
 - Department for Education (Health and Safety: Advice for Schools)
 - Public Health England (now UKHSA) on infection control

This policy considers the needs of students with Special Educational Needs and Disabilities (SEND) throughout.

3. Roles and Responsibilities

Proprietor Board (Directors):

- Hold ultimate responsibility for health and safety compliance
- Ensure all statutory obligations are met
- Provide oversight and review risk assessments

College Principle:

- Oversee the day-to-day implementation of the policy
- Ensure the health and safety of all site users
- Monitor health and safety training
- Conduct regular safety inspections and report findings to the Directors

Health and Safety Lead (Nathan Lynch):

- Maintain risk assessments
- Oversee COSHH compliance
- Monitor incident reporting and accident investigations

Staff:

- Follow health and safety training and guidance
- Immediately report any risks or incidents
- Act with a duty of care towards all students

Students and Parents:

- Follow health and safety instructions
- Report any concerns promptly

Contractors:

- Must provide method statements and risk assessments before work begins
- Adhere to the college's safeguarding and health and safety policies

4. Site Security

- Site security managed by the Premises Team
- Regular perimeter checks conducted
- Controlled entry and visitor management systems in place

5. Fire Safety

- Fire drills held termly
- Weekly alarm tests conducted
- Personal Emergency Evacuation Plans (PEEPs) created for students and staff requiring assistance

6. Control of Substances Hazardous to Health (COSHH)

- All hazardous materials securely stored
- Staff receive training on COSHH management
- Spillage procedures displayed in all relevant areas

7. Equipment Safety

- PAT testing conducted annually
- Regular maintenance schedules maintained
- Students trained in safe use of specialist equipment

8. Lone Working

- Risk assessments completed for lone working activities
- Staff must inform a colleague or manager when working alone out of hours

9. Working at Height

- Only competent trained persons to work at height
- All equipment inspected before use

10. Manual Handling

- Staff trained in safe lifting techniques
- Mechanical aids provided where appropriate

11. Off-site Visits

- Visits risk assessed and approved through the Educational Visits Coordinator
- First aid cover ensured on all trips
- Medical needs and emergency plans taken into account

12. Violence at Work

- Staff to report all incidents of violence or aggression immediately
- Post-incident support offered

13. Smoking/Vaping

- Smoking and vaping prohibited anywhere on site

14. Infection Prevention and Control

- Hygiene practices promoted
- Exclusion periods for infectious diseases followed according to UKHSA guidance

15. New and Expectant Mothers

- Risk assessments updated upon notification of pregnancy
- Reasonable adjustments made to ensure safety

16. Occupational Stress

- Access to mental health support and employee assistance programmes
- Monitoring of staff wellbeing part of management processes

17. Accident Reporting

- Incidents recorded using the college accident reporting system
- Statutory notifications made to the Health and Safety Executive (HSE) where required

18. Training

- Induction health and safety training for all new staff
- Refresher training conducted annually
- Specialised training for high-risk roles

19. Monitoring

- Health and safety audits carried out annually
- Policy reviewed annually and after any significant incident

20. Policy Review

- This policy will be reviewed **annually** (or sooner, if required by legislative changes or significant developments in best practice).
- The review process will involve **teaching staff, support staff, senior leaders, and governors**, alongside student representatives (where appropriate).

Approval and Signature

- **Principle of Head of College:**
Chris Kelly, 22/04/2025
- **Chair of Governors/Trust Board:**
Name, Signature, Date