

Health & Safety Policy

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Health & Safety Policy statement

Inspired Online Schools is part of the Inspired Education Group. Inspired is a leading global premium schools' group, offering excellence in Early Years to Year 13 education to over 90,000 students. Its international network of 121 schools, across 6 continents, delivers proven best practice from every corner of the globe, to ensure learning is world-class.

It is our policy to provide, as far as is reasonably practicable, a safe and healthy workplace and safe systems of work for our employees and any others who may be affected by our activities or products.

This policy has been established and is maintained under the responsibility of appointed 'competent persons' - the Executive Team. Inspired Online Schools has determined that the Executive Team has the combination of training, skills, experience and knowledge relevant to hold responsibility for Health and Safety¹. Further details of the Executive Team, policy and safety systems are contained in the Inspired Online Schools Intranet.

Inspired Education Group, as proprietor, holds ultimate responsibility for health and safety and delegates day-to-day management in the online schools to the Executive Team.

Via our policy Inspired Online Schools will:

- demonstrate commitment to the policy by developing a continuously open and effective relationship with regulatory authorities, employee representatives and the local community
- fully comply with legislative requirements and codes of practice
- aim to continually improve the standard of safety of our operation by seeking to systematically eliminate, or where this is not possible, control all potential risks
- assign responsibility for H&S issues to named roles and provide full support to all those involved
- set objectives on an annual basis, to be reviewed regularly to assess and continually improve our safety performance
- train employees in H&S awareness and risk identification and ensure they understand their legal and moral duties
- support and monitor the performance of contractors who undertake work for Inspired Online Schools
- annually review this policy, and if necessary, update it to take account of new developments

Our Policy is developed in line with the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and other relevant direction from, for example, The Health & Safety Executive.

Inspired Online Schools is supported by *Inspired Education Group* to ensure the proper performance of Health & Safety duties, ongoing evaluation of policy and process and support to manage specific incidents should they arise.

Accidents and first aid

¹ <https://www.hse.gov.uk/competence/index.htm>

This section covers the arrangements for the treatment of injuries at Inspired Online Schools offices and sites for the reporting of accidents and incidents. The statutory duty to report certain accidents to the Health and Safety Enforcing Authority is also covered.

First aid provision

Inspired Online Schools colleagues may work from a designated office site and remotely. In the case of designated office sites a nominated individual, with appropriate seniority, is responsible for ensuring First Aid procedures on site are in place. In the case of remote work, the Executive Team, and relevant managers, are responsible for ensuring individuals are provided with guidance of how to access adequate First Aid provision, where required, including within this policy.

It is Inspired Online Schools policy to have employees trained in First Aid and Mental Health First Aid and Appointed Persons to take charge of First Aid processes. The names and contact details of First Aiders and Mental Health First Aiders, along with other training records, and are available on the Inspired Online Schools Intranet.

Materials other than those specified in the First Aid at Work Regulations, may not be kept in the First Aid Box. Information on where to find the first aid box within the office you are located can be obtained by the employee appointed as a First Aider.

First Aiders are not permitted to dispense medications of any kind except in exceptional circumstances where a specific written agreement has been entered into in the case of a special medical need or disability. Arrangements of this kind are only permitted with the specific prior agreement sought from the HR team and the relevant Executive leader, who may seek medical advice.

First Aid forms an integral part of risk assessment for Education Visits and Trips. Each visit has a designated member of staff in charge of First Aid with an appropriate First Aid certificate. A first aid kit must be taken on all off-site visits. All staff involved in a visit should know how to contact the emergency services in the country where the visit is taking place.

External medical assistance

If an injury, or illness at work, is considered sufficiently serious to require medical attention, or some other form of external assistance, the immediate supervisor of the person concerned should seek assistance by dialling 999 from the nearest available telephone. The following information should be given:

- Type and seriousness of injury or illness.
- Location and directions for vehicle access.
- Brief description of the accident and any special rescue equipment needed.
- Do not ring off until you are sure that the emergency services have all the information they need.
- It is important to ensure that the injured person, and others, are protected from further danger by shutting off any equipment if this can be done safely, cordoning off the area and by warning any other persons undertaking similar operations.
- Do not use any equipment that has been involved in an accident until it has been checked for safety and any investigation has been completed.
- In the event of an injury, or illness at work, that is considered sufficiently serious to require medical attention for a colleague working remotely, the immediate supervisor or responsible leader will undertake the steps above. They will also seek to identify an individual in the same physical location as the colleague whose contact details can be supplied to the emergency service to facilitate support.
- The procedure for injury, or illness, to students that is considered sufficiently serious to require medical attention Injury is contained in the Safeguarding & Child Protection Policy. This includes the assessment of risk, necessary response and liaison with relevant parties responsible for the student and external agencies in line with reporting and response procedures established in the school.

Recording and reporting accidents

Details of any injury received at work must be entered on to the Accident Register, which is maintained by the HR team. Reports should be made via the Accident Report Form available on the H&S page of the Inspired Online Schools Intranet.

The employee is responsible for reporting accidents, injuries or incidents related to work so they can be reported on the Accident Report Form. In most cases the employee's supervisor will make the report on the form, unless it is more appropriate for the employee or another colleague to do so.

All accidents reported via the Accident Report Form are collated into an Accident Register which will inform the Executive Team to determine if any further actions, including further investigation, risk assessment or reporting to the HSE (RIDDOR²).

The record should include accidents to visitors, members of the public or contractors working, visiting, or accessing sites owned or occupied by Inspired Online Schools.

The recording and reporting of incidents relating to students should follow the principles and procedures set out in the Safeguarding & Child Protection Policy, including the use of the designated reporting system for safeguarding, welfare and behaviour and reporting the appropriate individual, organisation or external agency with responsibility for the student.

In addition to reporting the accident on the internal Accident Report Form, there are also certain accidents and cases of ill health that must be reported to the Enforcing Authority for Health and Safety under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Executive Team must be informed by telephone immediately of any injury to an employee, visitor, member of the public or contractor that requires external medical assistance, or in the case that an employee is unable to continue normal duties because of an accident at work. This also applies if the injured person continues to work but then reports unfit for work the following working day.

The following must be reported to HSE: deaths and specified injuries (without delay, by phone); injuries causing incapacity for more than 7 consecutive days (within 15 days); dangerous occurrences and occupational diseases (within 10 days).

The reporting of ill health associated with work will be dealt with by reference to the medical certificates submitted in the case of absences due to ill health. This will be addressed following the Sickness Absence Policy available via the HR section of the Inspired Online Schools Intranet.

Incidents are also reported to *Inspired Education Group* to ensure the proper support to manage specific incidents/near misses should they arise and then ongoing evaluation of changes to mitigate risk.

Risk assessment

Under the Management of Health and Safety at Work Regulations, Inspired Online Schools is required to undertake risk assessments to identify any hazards at the workplace and to determine the precautions that need to be taken to safeguard those who might be at risk.

The assessment should identify the hazards and assess the risks to employees and any others who may be affected by what the Company does, e.g., contractors, visitors, and temporary employees.

The assessments must consider the special needs of those who have disabilities, who are young and inexperienced, and those who are expectant or nursing mothers. The assessment must also specifically consider fire risks.

² <https://www.hse.gov.uk/riddor/index.htm>

Risk assessments are the responsibility of all managers and are a key element in our procedures for health and safety. Line Managers are responsible for the assessment of working practices within their span of control and either appropriate training, or support will be given. In both cases, there will be a need for all parties to cooperate if the process is to be effective. Experienced managers will provide the necessary support and guidance to other managers in completing risk assessments.

Risk assessments are also required for work away from the office e.g., project work and Inspired Online Schools events. The relevant manager in control is responsible for undertaking the assessments in these cases.

Inspired Online Schools is also required to consult with employees on the outcome of risk assessments. The main channel for this is through employee management. All risk assessments will be on SharePoint. Inspired Online Schools will require tenders/quotes from external contractors to include a method statement or a summary risk assessment.

Inspired Online Schools will also consult with *Inspired Education Group* to support effective risk assessment and conduct periodic review of processes and policy.

Undertaking risk assessments

Managers are responsible for undertaking risk assessments in their areas. Employees within each area should be involved in the assessment.

Risk assessments will be undertaken to identify the hazards and assess the risks to employees and any others who may be affected by what we do.

Hazards are something which could potentially cause harm. The risk assessment indicates the likelihood that the harm will occur and the potential severity. We will assess whether a risk could be eliminated, e.g., by changing working practices and if not, we will consider how it can be minimised.

The assessments, carried out by trained employees, will be recorded on the appropriate form, available from the HR team, and repeated should there be any significant change, or if we have reason to suspect that the previous assessment is no longer valid.

- **Step 1** Look for the hazards.
- **Step 2** Decide who might be harmed, and how.
- **Step 3** Evaluate the risks arising from the hazards and decide whether existing precautions are adequate. If not, you must decide for each significant hazard whether the risk is high, medium, or low. Address the high-risk hazards as a priority.
 - Can the hazard be eliminated?
 - If not, how can the risk be controlled so that harm is unlikely?
- **Step 4** Record your findings in writing on the relevant form.
- **Step 5** Inform your employees, and anyone else at risk, of your findings.
- **Step 6** Keep the written assessment on file for future reference; review from time to time and revise as necessary.
- **Step 7** The assessment should also be loaded onto the company SharePoint.
- **Step 8** Repeat the assessment at regular intervals. Particularly if there have been significant changes in your area.

Risk assessment example

Company name:	Date of risk assessment:
What are the hazards?	Slips and trips
Who might be harmed and how?	Employees and visitors may be injured if they trip over objects or slip-on spillages.
What are you already doing?	General good housekeeping is carried out. All areas are well-lit, including stairs. No trailing leads or cables. Employees keep work areas clear, e.g., no boxes left in walkways, deliveries stored immediately
Do you need to do anything else to control this risk?	A. Better housekeeping in the employee kitchen is needed, e.g., on spills B. Arrange for loose carpet tile on the second floor to be repaired/replaced.
Action by who?	A. All employees and supervisors are to monitor B. Manager
Action by when?	A. Immediately B. xx/xx/xx
Done	A. xx/xx/xx B. xx/xx/xx

Responsibilities

On a company-wide basis, H&S issues will be monitored and reviewed by:

- The Executive Team, who are responsible for H&S matters.
- The Executive Team, who are responsible for the implementation of H&S policies and procedures.
- Managers are responsible for the implementation of H&S policies and procedures relevant to their area.
- All employees are responsible for reporting and identifying H&S risks and improvements.

Line Management

As H&S at work is an integral part of good management it is therefore the direct responsibility of line management at all levels. Every Senior Manager and Manager has the prime responsibility to ensure that the operations of their department do not constitute a hazard to employees and others and that our H&S policy and related procedures are understood and implemented within their areas. They must:

- explain our H&S policy to new employees at the induction
- instruct new employees in fire and evacuation procedures
- include H&S matters in team briefings
- conduct risk assessments, taking action to eliminate or reduce risks
- ensure a prompt review of, and take appropriate action on employee H&S issues
- ensure that premises and equipment are maintained in good order
- ensure that fire exits are kept free from obstruction
- maintain a high level of cleanliness and tidiness
- ensure that they know how to contact a first aider

Employees

All employees should notify their line manager of any hazards to H&S that they notice, and any suggestions they may wish to make regarding H&S. The Executive Team will assist with any H&S matters. Failure to cooperate with these procedures may result in disciplinary action. Our Code of Conduct outlines expectations on all employees.

The duties of employees are to:

- take reasonable care for the H&S of themselves and others
- co-operate with the company in H&S actions and procedures
- correctly use all work items provided, in accordance with the instruction
- wear protective equipment where appropriate
- not interfere with or misuse anything provided in the interests of H&S
- report maintenance or repair problems promptly to their manager
- ensure that fire exits are kept free from obstruction
- maintain a high level of cleanliness and tidiness
- ensure that they know how to contact a first aider

Students & Commissioners

Inspired Online Schools views H&S at work is an integral part of good management and as outlined colleagues at all levels have responsibilities to ensure our organisation remains a safe place to work. Within this, Inspired Online Schools sets expectations for those using our services to promote awareness of safety. These expectations are outlined in the following areas: Safeguarding & Child Protection Policy, Behaviour Policy (Students), Curriculum Policy and in our Terms and Conditions. In the case of students, guidance on Health and Safety is given via the taught curriculum.

General H&S training

All employees will be provided with general health and safety awareness. In addition to general training, employees will be provided with training, information, and instruction to deal with specific risks in the course of their work. The process of risk assessment will be used as a means of identifying training needs unique to departments or locations.

Consultants, temporary workers, and agency workers who are engaged by Inspired Online Schools and who work on our premises under our direct control will also be required to attend the general health and safety awareness and be provided specific training where necessary.

Pre Employment Medical Assessments

Employees may be required to participate in a pre-employment medical assessment to qualify their fitness for the role they are undertaking. The medical assessment allows Inspired Online Schools to understand and support employees who may need reasonable adjustments to conduct their role.

Throughout the course of employment, employees may also be required to participate in additional occupational health assessments to ensure the continued health, safety and wellbeing of the employee.

Office safety

Some employees may spend a considerable proportion of their working time in an office environment; office safety is therefore important. Good practice in the storage of goods and paperless processes are at the heart of safe working. They are crucial to fire safety and the maintenance of security.

Display screen equipment

Inspired Online Schools will ensure that all display screen users are provided with equipment that is compliant with the Display Screen Equipment Regulations 1992.

Most employees use display screen equipment for at least part of their work. Proper layout and management of the working area are vital for comfort and the avoidance of health-related problems. Guidance on proper layout and management of the working area for remote workers is provided to all employees at induction and is accessible on an ongoing basis via the Inspired Online Schools Intranet. Workstation assessments will be made for all employees who are regular users of display screen equipment.

Where issues are identified either via assessment or via notification by medical professional or in relation to a disability, these will be followed up to ensure appropriate set up and reasonable support is in place taking account of any account of any advice provided to the company and obligations under the Equalities Act 2010, and any other relevant legislation.

Portable electrical appliances

Portable electrical appliances (basically anything fitted with a three-pin plug) will receive a formal visual inspection and test every two years. The only exception to this rule is earthed equipment with metal casings (class 1 equipment) e.g., kettles which will be tested on annual basis. The responsibility for testing office equipment supplied and provided by Inspired Online Schools rests with IT. New portable electrical appliances brought from a reputable

supplier already fitted with a moulded three-pin plug should not need to be tested before being put into use for the first time, however, it must be visually checked.

Manual handling/Lifting

Manual handling is a cause of many work-related injuries, and this applies even in offices. Care is needed when placing or retrieving items from shelves or stooping to pick items directly from the floor.

Proper access stools or steps should be used for reaching items above a comfortable handling height. Never stand on wheeled chairs to gain access to items stored on high shelves. Employees should avoid the need to lift or move loads, where this is not possible then mechanical aides such as trolleys should be used to lift and move goods around the office e.g., boxes of stationery, VDUs etc. Employees can also reduce the risk of injury by reducing the weight of loads by making the loads smaller or by asking for assistance. This is included in our risk assessments where relevant.

Working offsite

When working on premises under the control of other employers it is important to follow any local health and safety rules that have been established. Make sure that you have checked in at any reception or security point so that they are aware that you are working on-site. You must not breach local working rules.

Fire Safety

A fire safety risk assessment will be in place for office spaces. For home workers, the school will provide fire safety guidance covering escape routes, smoke alarms and equipment safety, rather than a formal fire risk assessment of the employee's home. Training provided to staff on what to do in the event of a fire. For remote workers this includes advice to contact emergency services and on reporting any issues with equipment. The risk assessment will be kept under review to ensure any issues are responded to. To prevent fire in the workplace, the risk assessment will identify what could cause a fire to start and the people who may be at risk, followed by actions to control.

Home Working/Remote Working

Inspired Online Schools' duty of care extends to employees who work from home. It is envisaged that most of this work will be mainly PC based.

Inspired Online Schools will ensure that the work equipment provided such as PCs or laptops is regularly checked and kept in good condition so that it does not cause harm to the homeworker or other persons. Inspired Online Schools will only be responsible for the equipment that it supplies. Electrical sockets and other parts of the home worker's domestic electrical system are their responsibility.

To reduce the risk of stress associated with being isolated from the workplace, managers responsible for homeworkers must ensure that there is regular communication between them and other employees. Homeworkers must attend team meetings, and other departmental and team initiatives. Further guidance on safety and wellbeing related to remote working is provided to all employees at induction and is accessible on an ongoing basis via the Inspired Online Schools Intranet.

Lone Working

Lone workers are those who work by themselves without close or direct supervision; in our context this includes colleagues working at home. Inspired Online Schools acknowledges that there are greater risks for lone workers without direct supervision or anyone to help them if things go wrong.

Inspired Online Schools will train, supervise and monitor lone workers often remotely and ensure relevant colleagues keep in touch with them and respond to any incidents. Managers maintain a schedule of meetings with lone/remote workers (e.g. via team meetings fortnightly or more often and weekly contact via messaging systems)

and an escalation route if contact cannot be established. Colleagues are provided guidance related to remote working in the home as part of induction and on an ongoing basis. This includes areas of risk associated with working alone, including stress, mental health and wellbeing, the workplace and suitability to work alone.

It is not expected that high risk work will be required, but in the event, work will be carried out by trained colleagues in line with regulations and best practice.

Colleagues working at home, and their supervisors, are expected to follow the guidance set out, in this policy and elsewhere, in relation to accident, injury or incident. The Executive Team will support colleagues as outlined in the policy and are responsible for ensuring support is accessible, training requirements are met and supervision processes in place for remote colleagues. On occasion they may seek medical advice relating to a colleague's suitability to work alone at home.

Procedures and practice are in place to ensure colleagues working alone remain in contact with relevant colleagues, know the channels to use to receive support. This is included in our risk assessments where relevant.

Working from home has many benefits. Colleagues are responsible for following the direction of the Executive Team and supervisors, including engaging adequately in training and support. Where a lone worker is concerned about a risk related to working alone, they should raise this with their Line Manager.

Full-time, part-time, and temporary workers

It is Inspired Online Schools' policy that all employees should be treated on an equal footing for health and safety, whether they are full-time or part-time. This applies also to temporary employees and consultants. Line Managers must ensure that temporary employees and consultants are given the support and information they need to comply with this policy and that they are considered in the risk assessment for their area of responsibility.

All temporary employees and consultants must be informed through the induction process, of the emergency arrangements and of any arrangements to deal with specific risks, and precautions to be applied, to the work they are to do. Line Managers are responsible for completing the induction checklist for all new starters regardless of status.

Visitors

Inspired Online Schools has a specific duty to safeguard the health and safety of visitors to premises under its control (Health and Safety at Work etc 1974 Act Sections 3 & 4). Proper supervision of access is also important for security reasons. In this policy, visitors will also include contractors appointed to undertake maintenance-related works on Inspired Online Schools premises.

As a matter of general policy, all visitors will be met on arrival and supervised throughout the duration of their visit. The responsibility for the visitor rests with the Inspired Online Schools employee the visitor is visiting.

Where it is likely that the visitor will be required to work on the premises for a considerable period then they must be inducted by the Inspired Online Schools manager responsible for the visitor.

If you are visiting another Inspired Education Group site you must comply with the health and safety requirements of the site.

Health and well-being

Inspired Online Schools recognises that whilst a certain degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and performance at work. Inspired Online Schools is committed to promoting good health at work and it is therefore concerned to recognise any negative effects that stress may have on individual members of employees and provide suitable support mechanisms.

Inspired Online Schools will encourage a working environment and culture where work-related stress is treated seriously. Details of guidance, and support to maintain positive health and wellbeing is available from the employees Line Manager, the HR team, and via the Inspired Online Schools Intranet.

All Inspired Online Schools employees have access to the Employee Assistance Programme (EAP) which is a support helpline with access to a qualified Counsellor. The contact number for the EAP is 0800 028 1963. Be sure to quote 'Inspired Education' when asked.

Links & References

The following have been used to inform the development of this Policy or are other relevant Inspire Online Schools Policies

[Health & Safety Executive](#)

[HSE: Reporting Incidents](#)

[HSE: Managing Risk](#)

[The Management of Health and Safety at Work Regulations 1999](#)

[Health and Safety at Work etc. Act 1974](#)

Safeguarding and Child Protection Policy

Inspired Code of Conduct

Behaviour Policy

Curriculum Policy

Risk Assessment Policy

Educational Visits Policy