

MY OASIS

Therapeutic Alternative Provision

Health and Safety Policy 2024/2025

Date of Last review: June 2024

Date of Next review: June 2025



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Policy overview

- Within this policy we aim to demonstrate how we :
 - Provide and maintain a safe and healthy environment for everyone;
- Establish and maintain safe working procedures amongst staff, students as well as their families and all visitors to the school sites;
- Ensure that the premises and equipment are maintained safely, and are regularly inspected;
- Have robust procedures in place in case of emergencies.

Legislation

This policy complies with our funding agreement and articles of association and is based on advice from the Department for Education on health and safety 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 relating to lettings;
- 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. This policy complies with our funding agreement and articles of association.

Roles and Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p>Charlotte Lowe</p>
<p>The authorised member of staff with day-to day responsibility for ensuring this policy is put into practice is: (Health & Safety coordinator):</p>	<p>Sarah Brady</p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits</p>	<p>Charlotte Lowe Sarah Brady</p>
<p>The Health & Safety Objectives* for improvement for the school as identified by accident/incident investigation, consultation, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE. These will be tailored to meet the needs of the school by:</p>	<p>Charlotte Lowe Sarah Brady</p>
<p>All employees within the TAP have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Head of the provision and her nominated representatives on all matters relating to health and safety; Sarah Brady 2. Not interfere with anything provided to safeguard their health and safety; 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 	

Head of the Provision

The Head of the Provision 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 TAP building and premises are safe and regularly inspected;
 - Ensuring adequate training is provided for My Oasis staff;
- Making sure that staff have access to personal protective equipment (PPE) where necessary;
 - Ensuring all risk assessments are completed and reviewed;
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held;
- Ensuring there is a copy of the health and safety law poster up in My Oasis (or that each member of staff is given the equivalent leaflet);
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff;
 - Reporting to the local governing committee (LGC) on health and safety matters.

In the Head of Provision's absence, health and safety responsibilities are carried out by the Centre Manager onsite at the time.

The Head of Provision is responsible for appointing and briefing staff for supervision and welfare duties with regards to students.

Health and Safety Lead

The nominated health and safety lead is the Centre Manager, Sarah Brady.

Staff

Staff have a duty to take care of students in the same way that a prudent parent or guardian would do so.

Staff will also:

- 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 provision on health and safety matters;
- Comply with the school dress code with particular regard to modesty, dignity and safety (including footwear and jewellery);
- 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;
- Report any health & safety hazards (e.g. loose carpets, wet floors, broken furniture or equipment etc.). Non-urgent matters should be reported to the site staff as soon as possible for them to respond. Urgent matters should be reported to the TAP's office immediately by phone or in person so that site staff can be alerted and respond immediately;
 - Understand emergency evacuation procedures and feel confident in implementing them;
 - Work in accordance with training and instructions.

Students and parents/guardians

Students and parents/guardians are responsible for following the health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff. Students are specifically prohibited from wearing jewellery which may cause them or others injury, particularly during physical activities and/or contact sports.

Contractors

Contractors will agree health and safety practices with the Head of the Provision, before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Visitors

All visitors should have pre-booked appointments. They are allowed onto site by My Oasis office staff who control the main reception. Visitors must sign in at reception and wear their visitors badges at all times.

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The fire risk assessment of the premises is reviewed at least annually. Emergency evacuations are practised once a term. The fire alarm is a loud continuous bell. Fire alarm testing takes place once a week. New staff are trained in fire awareness and safety as part of their induction and all staff have fire safety awareness training every 3 years. Fire Wardens are trained every 3 years. All staff and Students will be made aware of any new fire risks.

In the event of a fire:

- The alarm is raised immediately by whoever discovers the fire and emergency services contacted.
Evacuation procedures will also begin immediately;
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk;
- Staff and students will congregate at the assembly points. These are identified in the school security documents;
- My Oasis staff will take a register of students, which will then be checked against the attendance register of that day;
 - The nominated school admin officer will take a register of all staff;
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter. My Oasis has special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals;
- Dusts;
- Fumes;
- Gases and asphyxiating gases;

- Germs that cause diseases, such as leptospirosis or legionnaires disease;
 - Mists;
 - Products containing chemicals;
 - Vapours.

Control of Substances hazardous to health (COSHH) risk assessments are completed by the Site Manager, and the Head of Science being made available to all employees who work with hazardous substances.

Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous chemicals used for cleaning and site maintenance are stored in locked metal cabinets clearly labelled in a locked room which is only accessible to My Oasis staff.

Chemicals used in science are also stored in locked cupboards in a locked room that only staff have access to. Similarly, harmful chemicals used in Art are stored in a storeroom which is also locked.

Cleaning materials (dishwasher products, washing powder and washing up liquid) used in cooking lessons are managed by the staff with students being supervised closely when using them.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
 - Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.

Asbestos

- Staff, in their health and safety induction training, are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors are advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
 - A record is kept of the location of asbestos that has been found on the school site.

There is NO asbestos at My Oasis

Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. Before new equipment is

purchased, it is checked to ensure that it meets appropriate educational standards. All equipment is stored in the appropriate storage containers and areas.

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safety:

- Any students 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 the Head of Provision immediately;
 - 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) is carried out by a competent person;
 - All isolators switches are clearly marked to identify their machine;
- Electrical apparatus and connections are not 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 are trained to complete a display screen equipment (DSE) self-assessment. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

- 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).

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance. We ensure that proper mechanical aids and lifting equipment are available at My Oasis, and that staff are trained in how to use them safely.

- Staff and students are expected to use the following basic manual handling procedure:
 - Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help;
 - Take the more direct route that is clear from obstruction and is as flat as possible;
 - Ensure the area where you plan to offload the load is clear;
 - When lifting, bend your knees and keep your back straight, feet apart and angled out, ensuring the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

All site staff have completed manual handling training. Whenever possible, staff are to work in pairs; for large item handling, My Oasis hire specialist removals professionals when needing to move large furniture and to prevent staff having to do so.

Off-site visits

There is a trained Educational Visits Co-ordinator (EVC) on staff to assist staff planning trips/visits. All activities approved in advance by the Head of Provision.

When taking students off the TAP premises, My Oasis ensures that:

- All risk assessments have been completed in advance where off-site visits and activities require them and checked by the EVC before they are approved by the Head of Provision;
 - All off-site visits are appropriately staffed;
- Before the trip/visit students are briefed about the activities, behavioural expectations etc. and are put into groups;
- Staff going on the trip are also briefed about activities, expectations and risk assessments are shared;
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of students along with the parents'/guardians' contact details;
- There will always be at least one first aider on external trips and visits carried out whilst students are with us at My Oasis.

Mobile Phones & Smart Watches

Staff working onsite should store their phones out of sight and not use them in the presence of students.

Staff working offsite use their phones for safeguarding reason (refer to lone working practices) and in emergencies. Phones and/or smart watches with cameras must not be used.

The use of mobile phones and smart watches by students is prohibited other than in the designated times where students are supervised using their phone.

Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their Line Manager/Head of Provision immediately. This applies to violence from students, visitors or other staff.

Smoking

Smoking and the use of e-cigarettes is prohibited on the school premises, including car parks and during trips/visits. It is also prohibited when driving a private vehicle in connection with authorised TAP journeys including transporting colleagues, students and/or their parents / guardians.

Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels. Infographics showing good handwashing techniques are displayed near all wash hand basins.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
 - Cover all cuts and abrasions with waterproof dressings.

Coughing and sneezing

- Cover mouth and nose with a tissue, or in the crook of the elbow if no tissue is available.
- Wash hands after using or disposing of tissues. Catch it; Kill it; Bin it infographics are displayed around the site.
- Spitting is discouraged; students caught spitting are dealt with through the behaviour Policy.

Animals

Occasionally, students are allowed to spend time with animals on site or when on vocational placements at My life.

- Wash hands before and after handling any animals;
- Keep animals' living quarters clean and away from food areas;
- Dispose of animal waste regularly, and keep litter boxes away from students;
 - Supervise students when playing with animals;
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

Transport

At all times, whenever vehicle transport is required to be used by students and/or staff, all passengers regardless of age are provided with one seat and seat belts must be worn.

Boost seats are provided for those students that require them.

Private hire vehicles are only used from registered companies with appropriate insurance.

All private hire vehicles must comply with seat belt legislation.

When staff are using their own cars, they must provide a copy of their insurance and vehicles MOT certificate. Any staff driving on behalf of TAP must also provide a copy of their valid driving licence to the Head of Provision.

Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within My Oasis for responding to individual concerns and monitoring staff workloads. My Oasis has a Mental Health & Wellbeing Policy that applies to all members of the TAP community. Regular CPD is available to staff to manage their mental wellbeing. All staff have access to a trained onsite counsellor or therapist.

Accident reporting

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
 - Record as much detail as possible when reporting the accident;
- Information about injuries is also kept in the student's educational record.

- Records held in the first aid and accident book will be retained by the school 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.

Notifying parents

The Pastoral Manager / incident lead will inform parents/guardians of any accident or injury sustained by a student and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to child protection agencies

The Designated Safeguarding Lead or assistant DSL will notify the CEO of the Trust, the director of Education and the Designated LA Officer of any serious accident or injury to, or the death of, a student while in the TAP's care.

Reporting to Ofsted

The head of the provision, Charlotte Lowe, will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Reporting to Governors & Trustees

Termly reports of the number of accidents and any lessons learned that change procedures or practice are reported to governors termly, and Trustees annually.

Training

Our staff are provided with health and safety training as part of their induction process.

All staff employed at My Oasis receive appropriate instruction and training to carry out all tasks/activities required of them. Staff who work in high risk environments or work with high risk students including any with special educational needs or disabilities (SEND), are given additional health and safety training where required.

Monitoring

This policy will be reviewed by the Head of Provision annually. At every review, the policy will be approved by the Local Governing Body and shared with Trustees.

Appendix 1: Fire Safety Checklist

Issue to check	YES/NO
Are fire regulations prominently displayed?	YES
Is fire-fighting equipment, including fire blankets, in place?	YES
Does fire-fighting equipment give details for the type of fire it should be used for?	YES
Are fire exits clearly labelled?	YES
Are fire doors fitted with self-closing mechanisms?	YES – THESE ARE CURRENTLY BEING LOOKED OVER
Are flammable materials stored away from open flames?	YES
Do all staff and students understand what to do in the event of a fire?	YES
Can you easily hear the fire alarm from all areas?	YES