



Oak Activities Health and Safety Policy

Reviewer:	Michael Kaoura and Stuart Nimmo
Position:	Business and Compliance Manager / Behaviour and Welfare Manager
Date Last Reviewed:	December 2024 - amended May 2025
Review Date:	May 2026

This document contains our:

Safety Policy:

Is Oak Activities declaration of intent is to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of all Oak Activities employees in achieving these goals.

Organisation and Responsibilities:

The allocation of specific health and safety responsibilities to key personnel.

Safety Arrangements:

The systems and procedures for controlling hazards at work that form the basis of our health and safety management system.

Oak Activities keep detailed safety records demonstrating that the company actively manages health and safety within our business. These records which may be either paper based or kept in our online systems include

- An Annual Review of our health and safety system and procedures.
- Periodic checklists created for individual roles and responsibilities.
- A comprehensive source of records relating to occupational health, statutory examination, periodic inspection and testing of work equipment and installations.
- Records for Fire Safety Management.
- A system for keeping health and safety training records. Accident and incident records, reporting, and investigation.
- Each site will complete a Site Specific Health and Safety Plan (Appendix A) which will be completed by AP Managers with the guidance of the Health and Safety Lead.

Oak Activities operates out of a range of locations across Cambridgeshire and Peterborough.

The company has lease arrangements with a variety of proprietors including Primary and Secondary School Academy Trusts, Sports and Leisure Clubs, and other Private Landlords. The company works collaboratively with all organisations to ensure that we abide by their Health and Safety at Work arrangements whilst also maintain our own standards and practices.

Contents:

1. Aims of the Policy
2. Related Legislation
3. Roles and Responsibilities – Organisational
4. Fire – As a company Oak Activities provides (more specific for site)
5. Risk Assessments
6. COSHH
7. Reporting to RIDDOR
8. Reporting to the HSE
9. Pupils Vulnerable to Infection
10. Accident Reporting
11. Notifying Schools and Parents
12. Reporting Near Misses
13. Smoking / Vaping
14. Animals on-Site
15. Manual Handling
16. Lone Working
17. Vocational Site Staff
18. Training
19. Stress
20. Violence at work
21. Monitoring
22. Linked Policies

1. Aims of Policy:

Oak Activities aims as shown within this policy is to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Ensure staff have a mechanism to escalate any Health and Safety concerns to the appropriate Lead within the company.

2. Related Legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Electrical Equipment (Safety) Regulations 1994
- Plugs and Sockets Regulations 1994
- Health and Safety (First Aid) Regulations 2013
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Manual Handling Operations Regulations 1992 (amended 2002)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Gas Safety (Installation and Use) Regulations 1998
- The Personal Protective Equipment at Work Regulations 2022
- Health and Safety (Display Screen Equipment) Regulations 1992
- Disability and the Equality Act 2010, including the Disability Equality Duty in the Disability Discrimination Act 1995
- Regulatory Reform (Fire Safety) Order 2005
- The Health Act 2009
- The Work at Height Regulations 2005

3. Roles and Responsibilities:

Health and Safety Lead:

- Overall responsibility for health and safety matters within the organisation
- Make necessary provisions for resources to be provided to allow the function of health and safety to be carried out
- Periodically assess the performance of the organisation in health and safety matters in the light of reports and data etc. presented to them and take necessary action.
- Monitor management systems, at least annually or upon a major change in legislation or circumstances, and the updating of Oak Activities Health & Safety Policy.
- Lead and co-ordinate organisation-wide action on health and safety matters as per policy.
- Ensure systems exist for all employees to have access to Oak Activities Limited Health and Safety policy.
- Conduct annual health and safety site audits

Oak Activities AP Managers and Operations Managers must support:

- implementing the health and safety policy
- to ensure there is enough staff to safely supervise pupils
- to ensure that the site building and premises are safe and regularly inspected

- in providing adequate training for Oak Activities staff
- in reporting to the management board on health and safety matters
- to ensure that appropriate evacuation procedures are in place and regular fire drills are held
- in ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- the completion of all risk assessments are being completed and reviewed
- to monitor cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

Employees:

- Will read and understand Oak Activities Limited Policies and Procedures and confirm they have done so.
- Will observe and abide by any safety rules laid down and undertake training as directed.
- Must take seriously all matters of health and safety and be aware that it is the responsibility of all Oak Activities staff.
- Model safe and hygienic practice for pupils
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Understand emergency evacuation procedures and feel confident in implementing them.

4. Fire:

All sites occupied by Oak Activities must have a trained Fire Warden on-site. The Fire Warden alongside the Alternative Provision Managers and Health and Safety Lead must take responsibility for the management of Fire Prevention. Oak Activities ensures that all staff with responsibility to Fire Prevention have undertaken the relevant Fire Safety Training. Please see Site Specific Appendices for further details.

Fire Warden Responsibilities include:

- Ensuring Fire Protection Equipment is on-site and readily available
- Clear Evacuation Processes in place in line with the individual sites
- Support induction of new staff and pupils with fire procedures and ensure fire alarms are checked and recorded
- Ensure regular fire drills are completed regularly
- Ensure the site is working within the correct regulations
- Clear visual guides displayed at each site
- Ensure regular feedback of above responsibilities is provided to the Oak Activities lead for Health and Safety

5. Risk Assessments:

Oak Activities will make arrangements for the assessment and management of risk whenever there are changes to a provision or the company needs to undertake a new task/training session/new venue usage.

It is impossible for risk management procedures to cover all eventualities; it is therefore the stated aim of Oak Activities Limited to provide sufficient procedures, sufficient training and management to make sure that all our activities can be conducted in a safe way. The company must rely on the professionalism, diligence and good sense of all our staff at all times.

It is the duty of the allocated Oak Activities staff members to ensure that:

- Risk assessments are complete and safe systems of work are produced for all activities that pose a significant risk of harm.
- Risk assessments and safe systems of work are documented.
- The outcomes of risk assessments and safe systems of work are carefully explained to the workforce and pupils.
- All risk assessments are reviewed annually.
- Risk assessments requiring the Control of Hazardous Substances to Health Regulations will be undertaken by AP Manager in conjunction with Health and Safety lead and subject leads specific to vocational site.
- Vocational subject leads on Hampton site will be responsible for identifying substances which require a COSHH assessment and will check any new substances can be used safely before purchase.
- Oak Activities will ensure that all employees and sub-contractors are suitably trained/competent in carrying out prescribed tasks and that necessary licenses/certificates are in force and adequate.

Please see Site Specific Appendices for further details.

6. Control of Substances Hazardous to Health (COSHH):

Oak Activities Sites are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Health and Safety Lead and circulated 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.

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.

Not all sites have access to cleaning products, and cleaners are responsible for the management of these products. Each site identifies the products they have risk assessments and product information will be sourced

7. Reporting of Incidents, Diseases and Dangerous Occurrences (RIDDOR)

As an alternative education provider, we are committed to protecting the health, safety, and wellbeing of both pupils and staff. In line with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, we ensure appropriate reporting of specific incidents to the **Health and Safety Executive (HSE)** and maintain thorough internal records.

Responsibilities:

The **Health and Safety Lead** is responsible for:

- Logging all reportable incidents.
- Submitting reports to the HSE as required.
- Coordinating follow-up actions, including risk assessments and stakeholder communication.

Reportable Incidents Include:

Staff:

- Work-related **injuries** resulting in absence of **more than seven consecutive days** (including weekends).
- Diagnosed **occupational diseases** (e.g., work-related stress, infections caused by exposure to bodily fluids).
- **Dangerous occurrences**, such as equipment failure, fire, or near-miss events.
- **Outbreaks of infectious diseases** contracted through work-related exposure (e.g., norovirus, where exposure occurred due to poor hygiene management).

Pupils:

- Serious injuries **arising out of or in connection with a work activity** (e.g., equipment-related injury, structural fault).

- Illnesses or infections requiring hospital treatment where a **causal link to school activities** can be established (e.g., food hygiene failures, inadequate infection control).

Absences Due to Sickness and Diarrhoea

To prevent the spread of infectious illness within the setting, the following absence protocols are in place:

Pupils:

- Pupils must remain off-site for a **minimum of 48 hours** after the last episode of **sickness or diarrhoea**, in line with public health guidance.
- If multiple pupils are affected (e.g., two or more within 48 hours), this will trigger an **internal review** for a possible outbreak.
- If an outbreak is linked to the premises or an activity (e.g., contaminated food, unsanitary facilities), it may require **RIDDOR reporting** and must be logged accordingly.

Staff:

- Staff experiencing **sickness or diarrhoea** must also remain off-site for **at least 48 hours** post-symptom resolution.
- If a member of staff contracts an infection due to exposure during work activities (e.g., cleaning bodily fluids without proper PPE), this may be considered an **occupational disease** under RIDDOR.
- Absence for **7 consecutive days or more** due to a work-related illness will be **reported to HSE** and investigated internally.

Infection Control Measures

- Regular cleaning protocols will be enforced, particularly following any sickness or diarrhoea incidents.
- PPE will be provided and must be used in line with health and safety training.
- All staff must report illness symptoms immediately to their line manager.

Record Keeping and Review

- All RIDDOR incidents, along with related absences and outcomes, will be logged and securely retained for a minimum of **three years**.
- Patterns of illness or recurring symptoms will be monitored to identify potential health risks within the setting.

Oak Activities Staff: reportable injuries, diseases or dangerous occurrences

These include:

Death

- Specified injuries, which are:
- 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) which:
- Cover more than 10% of the whole body's total surface area; or
- Causes significant damage to the eyes, respiratory system or other vital organs
 - 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

Pupils and other people who are not at work (e.g. visitors):

Reportable injuries, diseases or dangerous occurrences. These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment
- *An accident "arises out of" or is "connected with a work activity" if it was caused by:
 - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
 - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
 - The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

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

8. Reporting to the Health and Safety Executive:

The Health and Safety Lead will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below:

Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Health and Safety Lead will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure.

These include:

- Carpal tunnel syndrome

- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

9. Pupils Vulnerable to Infection:

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. Oak Activities will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought.

10. Accident Reporting:

It is the responsibility of staff to ensure accidents are reported to the Alternative Provision Manager. The AP Manager is to then inform the Operations Manager, for more serious incidents this needs passing to the Health and Safety Lead.

Accident record book:

- 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. An accident form template can be found in Appendix B
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by Oak Activities 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.

11. Notifying Schools, Local Authority and Parents / Carers:

The AP Manager will inform Schools, Local Authority and Parents / Carers of any accident or injury sustained by a pupil attending the Oak Activities Sites, outlining any first aid treatment given, on the same day, or as soon as reasonably practicable.

Any reported accidents or injuries are to be passed onto the Health and Safety Lead. Health and Safety Lead to investigate as appropriate.

12. Reporting Near Misses:

Near-misses are accidents that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on near-misses must be recorded on a near-misses reporting form found in Appendix C.

13. Smoking / Vaping:

Smoking /Vaping is not permitted on any sites. Staff are to use the designated spaces which are identified within the Specific Site Appendices.

14. Animals on-site (Staff Pets):

Before animals arrive on a site:

- Proof of insurance must be provided to Health and Safety Lead. Alternative Provision managers will then complete the relevant Risk Assessment.
- While on-site the care and cleanliness of the animals are the responsibility of the owner.
- During the visit, if it is felt the presence of the animal is causing concerns to the pupils, staff or animal itself, the Alternative Provision Manager is to make the decision if the visit is to continue.

15. Manual Handling

At **Oak Activities**, we recognise that manual handling is an essential part of daily operations, including the movement of equipment, activity materials, furniture, and in some cases, assisting pupils with physical needs. Poor manual handling practices can result in injury or long-term health problems. This section outlines our approach to managing and mitigating manual handling risks.

15.1 Policy Aims

- Prevent injury and ill health from manual handling activities.
- Ensure all manual handling tasks are risk assessed and appropriately controlled.
- Provide staff with training and resources to carry out manual handling tasks safely.
- Promote a proactive and preventative approach to manual handling risks.

15.2 Responsibilities

Health and Safety Lead:

- Conduct and review manual handling risk assessments.
- Ensure all relevant staff receive training.
- Monitor compliance with safe handling procedures.
- Investigate any manual handling-related incidents or near misses.

Line Managers and Supervisors:

- Oversee the day-to-day implementation of safe manual handling practices.
- Ensure the correct equipment is available and used.
- Support staff in reporting risks and adapting tasks where needed.

All Staff:

- Attend manual handling training and apply it in their daily duties.
- Use mechanical aids or team lifting when required.
- Report any injuries, concerns, or equipment issues immediately.

15.3 Risk Assessment

All manual handling tasks must be assessed using the **TILEO principles**:

- **Task**: Type, duration, and physical demands.
- **Individual**: Capabilities, training, and health conditions.
- **Load**: Weight, shape, and stability of the item.
- **Environment**: Floor condition, lighting, and space.
- **Other factors**: PPE, time pressures, or distractions.

High-risk tasks, such as lifting outdoor activity equipment or supporting pupils with mobility needs, will be subject to **specific assessments** and additional control measures.

15.4 Supporting Pupils with Mobility Needs

Staff may be required to assist pupils with physical or additional needs. In these cases:

- A **personalised Moving and Handling Plan** will be created in collaboration with health professionals and the pupil's carers.
- Staff will only undertake lifting or transferring pupils if they have received **appropriate training**.
- **Manual lifting of pupils without equipment or a second trained adult is not permitted.**

15.5 Training

- Manual handling training is mandatory for all staff who may be required to lift or carry items or support pupils physically.

- Training will include safe lifting techniques, use of equipment, and identification of hazardous situations.
- Refresher training will be delivered **annually or as roles and risks change**.

15.6 Equipment and Aids

Oak Activities will provide access to appropriate handling aids such as:

- Trolleys, hoists, slings, and transfer boards.
- Adjustable tables or benches to reduce strain.
- PPE where necessary.

All equipment will be **routinely inspected**, maintained, and replaced as needed.

15.7 Incident Reporting

- All manual handling injuries, near misses, or concerns (e.g., signs of muscular strain) must be reported immediately.
- Incidents will be recorded, investigated, and, where applicable, reported to the **Health and Safety Executive (HSE)** in line with **RIDDOR** requirements.

15.8 Monitoring and Review

- Manual handling risk assessments will be reviewed **annually**, or sooner if there is a change in activity, environment, equipment, or an incident occurs.
- Ongoing observations and feedback from staff will inform continuous improvement.

15.9 Positive Handling and Physical Intervention (Sherwood RPI)

In situations where physical intervention is necessary to protect the safety of pupils or staff, Oak Activities follows the principles and approved techniques outlined in the **Sherwood RPI (Restrictive, Physical Interventions)** framework. Positive handling may involve **manual support or guided movement**, and must always be:

- **Proportionate** to the risk posed,
- **Used as a last resort**, and
- **Conducted by trained staff only**.

All positive handling must be carried out in accordance with the **DfE guidance on the use of reasonable force** and in a manner that maintains the **dignity and rights of the pupil**.

Staff Responsibilities

- Only staff who have completed certified Sherwood RPI training may use physical intervention techniques.
- All interventions must be documented in a **Positive Handling Record** and reported to senior leadership.

- Parents/carers will be informed following any incident involving physical intervention.


Link Between Manual Handling and Positive Handling

- When assisting pupils during an RPI intervention, staff must apply safe manual handling techniques to prevent injury to themselves or the pupil.
- Interventions should be low-impact, with staff positioned to protect both parties from strain or falls.
- Moving and handling risk assessments may be adapted for pupils with **specific behavioural or physical needs**.

Training and Support

- Sherwood RPI training is provided to designated staff members annually or as required.
- Refresher training will include safe manual handling techniques during interventions.
- Staff are encouraged to seek support and debrief after any incident.
-

For full Sherwood RPI guidance and procedures, refer to:

 **[Sherwood RPI Positive Handling Policy – C:\Users\MichaelKaoura\Oak Activities\Oak Activities - Middle Leaders - Middle Leaders\Michael Compliance\Oak AP Policies**

16.Lone Working:

- Oak Activities has a duty of care to all of its staff which means that all potential risks must be minimised.
- Staff also have responsibility for their own personal safety and should not allow themselves to be put in a vulnerable position. Staff should also be aware that their actions may have an impact on other staff members.
- It is recognised that some staff are expected to work and / or travel alone in the course of their normal duties. Oak Activities Limited does not wish or expect staff to take unnecessary risks and should a member of staff feel that a particular activity or appointment would present an unacceptable risk, they must discuss the situation with the Chair.
- Lone working is expanded upon in extensive detail in Oak Activities Lone Working and Home Visits policy.

Management responsibilities:

- In the event of concern of not being able to contact members of staff that are absent, the Manager or other nominated person, needs to follow the emergency procedures which will involve: Ensuring that attempts have been made to contact the worker's home number and emergency contact

- Contacting the police and notifying them of the last destination that the worker was attending, together with details of their vehicle and where they were last seen
- To notify the emergency contact person on our company records that the police have been contacted.

All staff responsibilities:

All staff are required to provide details of an emergency contact person and number for Oak Activities Limited to contact in case of emergency.

Aggressive or Threatening Situations:

- If faced with an aggressive or threatening person, the member of staff must consider their own safety as of paramount importance. This may require staff to withdraw from the situation totally, or try to negotiate a reduction in tension. Strategies may include:- Using calming verbal language
- Using appropriate body language
- Not allowing your means of escape to become blocked and calling for assistance.
- personal alarm by shouting for a colleague, member of the public or passer by
- Texting safe word to manager or buddy identified as per Lone Working and Home Visits Policy.

All incidents of actual or threatened violence must be reported to senior staff and recorded as outlined in the Behaviour Policy and Lone Working and Home Visits Policy.

17. Vocational Site Staff

Staff working at vocational sites have additional responsibilities to ensure the safety and wellbeing of staff and pupils who access the premises due to the additional risks in working with the resources, tools and equipment on this site.

Leads on our vocational site will ensure that:

- they take responsibility for Health and Safety standards within their own delivery sections
- up to date inventories are kept of any substances that are hazardous to health and that they are kept in a safe and secure way that limits risk of unnecessary exposure or accident following RIDDOR guidance.
- that all portable electrical equipment has been tested and is in safe working order
- that close monitoring and support of pupils in their working areas is paramount
- that all equipment and tools are maintained to safe condition and that guards are in place
- that any demonstrations are delivered clearly and appropriately followed up to identify if all pupils have understood based on their individual learning needs and styles

- to ensure risk assessments are completed whenever necessary and especially when there are changes to risks identified or updated equipment is needed

18. Training:

Our staff are provided with health and safety training as part of their induction process. Staff who work in high-risk environments such as construction, catering equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

All staff will undertake annual Health and Safety training online to ensure continual professional development in this area. It is the duty of the AP Managers for each site, Operations Managers and the company leads for Health and Safety to ensure that this occurs on a regular basis through annual auditing.

Any specific training in relation to staff delivering Catering, Construction and Hair and Beauty will be arranged by the AP manager for the vocational site to ensure that training being offered is applicable to those subject areas.

All pupils and staff working in areas that have task specific industry requirements around Health and Safety will be provided the necessary skills through their induction process to identify and manage risks in their learning environment.

All managers within Oak Activities will receive the necessary level of training to identify and mitigate risk as much as possible in the associated areas and AP sites that they work at.

19. Stress:

Oak Activities Limited will ensure:

- Staff are given appropriate development opportunities
- Review workloads, hours and holidays of staff
- Treat staff with respect and dignity at all times
- Ensure good communication especially during periods of organisational change
- Provide proactive feedback to the Board of Trustees as to the effectiveness of policies and procedures introduced

Members of staff will:

- Recognise and take responsibility for their own health, sensible work practices and their own development needs and bring those to the attention of their manager.
- Discuss and bring to the attention of their manager their own stress-related issues
- Cooperate with Oak Activities management to ensure early support, intervention and resolution of stress related issues
- Display Screen Equipment (including DSE assessment for all regular users)

- All employees who have laptops and are expected to take precautions to ensure these are set up and used correctly. Any employee needing advice or help on how to do this should speak to the Operations Manager for help.

20. Violence at Work:

Oak Activities believes 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 at themselves to their Line Manager / Behaviour and Welfare Manager immediately. This applies to violence from pupils, visitors or other staff.

21. Monitoring:

This policy will be reviewed by the Health and Safety Lead and Business and Compliance Manager annually.

At every review, the policy will be approved by the Managing Director

22. Linked Policies

- Oak Activities Staff Code of Conduct
- Oak Activities Behaviour Policy
- Oak Activities Positive Handling and Physical Intervention Policy
- Oak Activities Home Visits Policy and Procedure

Appendix A: Site Specific Health and Safety Plan

Completed By:	Date:
Venue:	Review Date:

1) <u>Visitors to Site:</u>
Signing in Process:
Who is able to visit and times visits can take place:
How many visitor lanyards do you have:

2) <u>Lockdown Procedures:</u>
Lockdown Procedure:
Potential events that would cause a lockdown:
Author, review date and location:

3) <u>Fire Safety:</u>
Fire Warden and date of training:
Fire Evacuation: (Step by step)
Student friendly version displayed:
Fire Risk Assessment completed: date, author and review date:
Date and timings (took place and how long to exit) of last fire drill:
Location of fire extinguishers:
Appropriate fire exits and locations displayed:

4) <u>Risk Assessments – Site Specific:</u>
Is there a Site-Specific Risk Assessment in place:
Author, date completed and review date:
Where can this be found:

5) <u>Site Security:</u>
Is the site a secure site: (if not, what has been done to ensure it is safe)
Who has access to the site:

Who has keys and codes for the site:

6) Displays:

Do you have a Health and Safety law poster displayed: (Locations)

Do you have an up-to-date Whistleblowing Policy displayed: (Locations)

Do you have all Fire Evacuations displayed: (Locations)

Do you have your Lockdown Procedure available:

Do you have an up-to-date Safeguarding Poster displayed: (Locations)

Signed by Health and Safety Lead:

Date:.....

Appendix B: Accident and Incident Reporting Form

Incident Date:	Incident Time:
Location:	Date and Time reported:
Log Number:	
Person Injured / Involved: Employee – Visitors – General Public – Contractor - Other	
Full Name:	
Address:	
Phone:	Email:
Details on Accident / Incident	
Nature and Extent of Injuries:	
What action was taken: First Aid – Ambulance Called – Hospital – Police – Other (Please Specify)	
Witnesses	
Name:	
Name:	
Name:	
Actions which could have prevented Accident / Incident	
Form Completed:	Date:
Approved by:	Position:
Signature:	Date:

Appendix C: Near Misses Reporting Form

This should be filled out when a near miss from any work-related events that potentially could have caused harm or damage to individuals or property but did not. This includes improper use of malfunction of equipment, unsafe employee behaviour, or hazardous working conditions. Near misses must be reported immediately.

Employee Name:	Date Reported:
Line Manager Name:	Time Reported:

Where and when did this near miss take place?	
Date and Time	Location

Type of activity at time of near miss?

Provide a thorough description of the events that took place leading to this report

Were there any witnesses present?	
Yes	No

Witness account

