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HEALTH

AND SAFETY POLICY

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This policy will be kept up to date and will be reviewed once per year as part of the company's Quality Assurance arrangements.

Review Period
1 Year

Approved by
Directors/Governors

Review Carried Out By
Quality Team

Date of Approval
August 2019

Introduction

At Orion, we are committed to the health and safety of our staff, students and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Legal Framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: advice on legal duties and powers' 2014
- DfE 'Health and safety for school children' 2015
- DfE 'Keeping children safe in education' 2018
- HSE 'Sensible health and safety management in schools' 2014

Responsibilities

Governors will:

- Ensure all are with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.

- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

Governors will endeavour to provide:

- A safe place for all those using the school including staff, students and visitors.
- A safe means of entry and exit for all those using the premises.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

Head of School

The Head of School has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.

The Head of School will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the appropriate member of staff. The Head of School will designate a health and safety officer to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the LA and the Health and Safety Executive (HSE) where necessary.

Duties of all Staff

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with Orion on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform Orion of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Governors
- Ensure that all staff, students and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.

- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated Health and Safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of students.

Obligations of Contractors

Contractors working on the school premises are required to identify and control risks arising from their activities. Contractors will inform the Head of School of all potential risks to staff, students and visitors.

Students

Students will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other students', health and safety.

Training

Orion will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

The Head of School will ensure that there are an appropriate number of first-aid trained staff members. Staff members will also be provided with regular training opportunities and have access to support where needed.

Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of Orion.

Risk Assessment

The Head of School has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school. Regular assessments of high risks areas, such as workshops, will be undertaken.

Annual risk assessments will be conducted for all other areas of the school.

Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures. The Head of School will be informed of risk assessments allowing issues to be prioritised and actions to be authorised, along with funds and resources. A nominated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

Orion will implement the following risk control systems and assessment procedures:

- Step 1 Identify potential hazards in the workplace
- Step 2 Decide who, (e.g. employees, students, visitors & general public) might be in danger, in the workplace
- Step 3 Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or whether more should be done to eliminate the hazard or to control the risk
- Step 4 Record findings and details of actions taken as a result (keeping staff Informed)
- Step 5 Keep the assessment under review and revise when necessary

Proper planning of assessments and any resultant changes will include consultation with staff as this can help ensure that any changes are introduced more easily. Risk assessments will be carried out in a systematic way and take account of the whole of the workplace and its activities, including outdoor locations and any rooms and areas which are rarely used. Specific assessments must also be carried out for "special" events (E.g. pregnant staff, sponsored fund-raising activities, and student activities and trips

When undertaking assessments, priority will be given to significant risks. Therefore methodologies will be adopted that identify the likelihood of hazards occurring and the severity of impact if they do occur.

Only persons who have attended a suitable training course shall be permitted to undertake risk assessments. A suitable and sufficient risk assessment will be undertaken prior to any new or changed operation. Risk assessors shall use the company Risk Assessment Form to complete assessments.

Accident Reporting

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated health and safety officer using the standard Accident Report Form. The health and safety officer will be responsible for informing the Head of School if the accident is fatal or a "major injury" as outlined by the HSE.

Significant Accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of 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 that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours

- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Reporting Procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible.

The person will complete the relevant report on the HSE website:

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

The HSE no longer accept written accident reports, except for in exceptional circumstances. Orion will report all accidents and injuries online where possible (using the above link/web address). Fatal and specified injuries, as outlined may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

Reporting Hazards

Staff, students, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard. In the main, reporting should be conducted verbally to the Health and Safety Officer as soon as possible, who will then inform the Head of School as appropriate.

Accident Investigation

All accidents, however small, will be investigated by an appointed party, and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident. The health and safety officer will undertake regular evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

Monitoring Systems

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this will involve regularly checking compliance procedures and the achievement of objectives.

Our procedure for actively monitoring our system includes:

- Regularly examining documents to ensure compliance with standards.
- Regularly inspecting premises, plants and equipment.
- Annual audits, including fire risk assessments and health and safety audits.
- Regular reports and updates to the Head of School.
- External measures, such as surveys by contractors and service providers, along with visits from the Fire Service and Ofsted.

Off Site Visits

The health and safety of every student and member of staff will be the prime consideration when planning or carrying off any site visit or school trip: all appropriate health & safety and child protection procedures will be followed. All risks will be assessed and reported prior to the event and all possible measures to minimise risk will be taken.

Staffing will adhere to recommended supervisor student ratios as per Dfe guidelines. A nominated trip organiser will consider whether the nature of the activities requires the normal ratios to be exceeded. Staffing for every off-site visit must include a member of staff who has an appropriate first aid qualification. Appropriate first aid provision will be available at all stages of the trip.

All transport arrangement and venues will be checked for suitability and safety beforehand. Risk assessments will be completed and approved for all aspects of the off site visit.

First-Aid and Medical Needs

Orion will deliver first aid to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

First Aid Responsibilities

- All staff administering first aid to students will be fully trained in accordance with HSE first aid training recommendations e.g. First Aid at Work qualifications.
- Give immediate help to casualties with common injuries and illnesses (and those arising from specific hazards from school e.g. motor vehicle workshop)
- When necessary ensure that an ambulance or other medical assistance is called

The following staff members are trained first-aiders:

Name	Location
Emily Parker	First Floor - School Office
Donald Bartley	Ground Floor - Workshop
Georgina Mendez	Ground Floor - Classrooms

First-aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

First Aid Box Location	Responsible Staff Member
Workshop	Donald Bartley
First Aid Room	Georgina Mendez
Office	Emily Parker

Emergency Situations

Following an accident/injury, the first-aider will contact the emergency services as necessary, or direct a staff member to do so while they tend to the casualty. If there is no first-aider immediately available, a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services and the procedure below must be followed.

Student Emergency Situations

In emergency situations, if a student has a Healthcare Plan, the procedure identified on their plan will be followed where possible. When this is not available, a qualified First Aider will decide on the emergency course of action (as above). If it is deemed a student needs hospital treatment as assessed by the First Aider the following procedures must take place:

1. Stabilise the student
2. Dial 999
3. Contact parent/carer
4. Notify the Head of School

Staff will ensure that a student who is sent to hospital by ambulance is either:

- Accompanied in the ambulance by a member of staff if parents/relatives or guardian are not able to arrive on site in time or are unavailable.
- Met at the hospital by parent/relative or guardian

Students with Medical Needs

Students with medical conditions are encouraged to take control of their condition but will be supported by Orion to do this. All staff must:

- Know which students in their care have a medical condition
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Allow all students to have immediate access to their emergency medication (medication is kept in the school office or on the student)
- Ensure students who carry their medication with them have it when they go on a school visit or out of the classroom
- Ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Occupational Health – Stress Management

Staff will be made aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

Fire Safety

The Head of School is responsible for ensuring that fire safety precautions are properly managed and disseminated to all staff.

- The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- The school will test evacuation procedures on a termly basis.
- The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- Fire fighting equipment observation checks will be carried out on a weekly basis and full checks will be carried out annually by contractor.
- Fire alarms will be tested weekly from different 'break glass' fire points around the school and records will be maintained and held in the school office.
- Emergency lighting observation checks will be made weekly and will be fully tested on a six monthly basis, and records will be maintained and held in the school office

Security and Theft

Closed circuit television (CCTV) systems will be used to monitor events and identify incidents taking place. Systems may be used as evidence when investigating reports of incidents. Money will be held in a locked storage area and banked on a regular basis to ensure large

amounts are not held on-site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and students are responsible for their personal belongings and Orion accepts no responsibility for loss or damage. Thefts may be reported to the police and staff members are expected to assist police with their investigation. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to the Head of School.

Violence to Staff

Suitable and sufficient risk assessments will be carried out with a view to reducing the risk of violence towards staff. Violence and abusive behaviour will not be accepted and staff will be protected as far as is reasonably practicable. Orion will therefore ensure that:

- Access footpaths and car parks are well lit with external lighting
- Training opportunities are provided on dealing with aggression and personal safety
- Cash handling is minimised
- Public access is controlled
- Staff with medical conditions or who are pregnant are fully considered
- Staff who work alone on a regular basis are monitored
- CCTV is available in all public areas
- Staff avoid situations where false allegations can be made
- Prepare specific procedures for high risk activities or e.g. dealing with known aggressive students
- All incidents are reported and appropriately investigated

Bomb Threats

All staff members will be trained in handling bomb threats and have easy access to instructions of the procedure. Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):

- Where is it?
- In which building is it and on what floor?
- What time will the bomb go off?
- What does the bomb look like and what colour is it?
- What type of bomb is it and what type of explosive?
- Who are you?
- Why are you doing this?
- Do you have a code word?

The evacuation procedure will be followed whether staff members believe the threat to be a hoax or not. Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.

Staff should note the time of the call and write down exactly what was said by the person calling as this may be useful for the police. Where possible, recording devices will be used whilst receiving a bomb threat. The staff member receiving the call will contact the Head of School immediately, who will then alert the police and the LA.

The Head of School will decide whether or not to evacuate the building.

Evacuation

If an evacuation is deemed necessary, the following procedure will take place:

All senior staff will be informed of the situation either in person not by the use of mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:

- Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
- Take all personal items with them, to avoid unnecessary searching.
- Staff and students will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

Lockdown in Response to Threats

Lockdown procedures will be activated in response to threats or situations that are likely to pose a risk to staff and students, typical situations might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students)
- An intruder on the school site (with the potential to pose a risk to students and staff)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school

In the event of a lockdown Orion will ensure:

- Staff are alerted to the activation of lockdown by a recognised signal
- Students who are outside of the school buildings will be brought inside

- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows will be locked
- Internal classroom doors are locked if circumstances require
- Staff notify the office immediately of any students not accounted for
- A search for missing students is instigated immediately
- Staff encourage students to keep calm
- Communication with the emergency services is established quickly
- Birmingham City Council are notified
- Parents should be notified as soon as it is practicable to do
- Students are not to be released to parents during a lockdown
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Staff await further instruction

Visitors

All visitors will sign in to reception. Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

No contractor will carry out work on the school site without the express permission of the Head of School other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students or visitors to the school.

Visitors and contractors will wear a visitor's badge at all times while on school grounds. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

Maintaining Equipment

When not in use, PPE will be properly stored, kept clean, and in good repair. Approved technicians/contractors will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All portable appliances
- All fixed equipment
- Any workshop equipment, e.g. ramps, pressure equipment

It is the responsibility of the Health and Safety Officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A technician should be consulted as necessary.

Hazardous Materials

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. All control of substances hazardous to health (COSHH) and ionising radiations regulations will be adhered to. Orion will act in accordance to the COSHH regulations at all times. The Health and Safety Officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used. No hazardous substances will be used without the permission of the Head of School.

Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation regulations.

No staff member or student should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

Control measures will be checked and reviewed on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

Smoking, Eating and Drinking

Smoking is not permitted at any branch or in any vehicle. Where the ingestion of harmful substances is likely, drinking and eating are also prohibited. (These include corridors, training rooms, workshops, resource areas and staircases).

On Site Vehicle Movement

The school grounds must be kept safe for students and staff alike to use for exercise and relaxation, without risk from traffic. There is physical separation of pedestrians from vehicles to manage of vehicles and on-site movements. Priority is given to pedestrians and to ensuring their safety. Parking must only take place in designated areas that are clearly signed. The school cannot accept responsibility for any loss or damage to vehicles or their contents.

Contractors may park in the visitors' car parking spaces; Additional arrangements should be made to allow for loading / unloading of equipment in non-designated parking areas.

Infection Control

Orion actively prevents the spread of infection through the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

Orion employs good hygiene practice in the following ways:

- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Cleaning the premises thoroughly and frequently
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any student's soiled clothing to go home, and never rinsing it by hand.
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach of students, for the disposal of sharps
- Discouraging students, staff members and visitors from touching any stray animals that may come onto the school premises

Staff and students displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor. All cuts and abrasions should be covered with waterproof dressings. Hand liquid soap/ sanitiser are available in all toilets, in the First Aid room and around the school.

Asbestos Management

In accordance with HSE guidance, an asbestos management survey was undertaken on 18th July 2011 and as a result of the asbestos management survey, risks were not identified.

Slips and Trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. Orion utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)

- Organisational (task, safety, culture, etc.)
 - Footwear (in line with uniform rules)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
 - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
 - Record the findings
 - Review the assessment regularly and revise if necessary

Severe Weather

The Head of School, in liaison with the governing body, makes a decision on school closure on the grounds of health and safety. If a closure takes place, the governing body will be promptly informed.

Manual Handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

In order to manage these risks, staff must not attempt to lift items beyond their capabilities, and are to ask for assistance if needed. Staff members (where risk assessments dictate) will be given basic instructions in lifting correctly.

The basic rules for manual handling are as follows:

- a) If there is lifting equipment available for this purpose use it
- b) Do not lift more than is safe
- c) Ensure the route is clear and visible
- d) Wear safety shoes & gloves where appropriate
- e) Remember to always bend the knees, keep a firm grip and keep the weight close to your body

Display Equipment

Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers.

Young People at Work and New & Expectant Mothers

All young people will be adequately supervised taking in to account their inexperience, lack of awareness and immaturity. Personal risk assessments will be carried out to ensure there are no risks to new and expectant mothers' health & safety.

Restricted Areas

Access to rooms or areas accommodating plant, main switch-gear, heating and ventilation equipment, central heating boilers and certain other areas are restricted. Only authorised members of staff are permitted to enter such areas.

General Housekeeping

All staff and students should maintain a clean and tidy work environment, dispose of disused materials and ensure that all work surfaces, machinery, tools and general equipment is left in a clean and safe condition. Entrances, exits and corridors must be free of obstruction and combustible material must not be stacked along fire/emergency exit routes. Walkways within rooms are to be kept free of obstruction.

Safety Information

The relevant mandatory safety warning signs and notices appropriate to the work area will be prominently displayed in the proximity of any hazard. – safety literature, safe working systems will be available from nominated persons. Safety information of a general nature will be displayed on the Safety Notice Board.

Safety Clothing and Protective Equipment

Everyone at work is expected to wear sensible working footwear and clothing. In the workshop, an overall and steel toe capped boots/shoes are regarded as basic minimum for safe working. In a number of areas special protective clothing and equipment is essential.

Eye Protection - should be worn at all times when

- Operations are in progress using chemicals or other substances that would damage eyes or cause infection by this route.
- When dusts or aerosols are likely to be produced or when there is a risk from objects being ejected into the eye
- For all operations involving workshop and similar machinery.

Visitors to areas where eye protection is required who are not wearing prescription spectacles must be provided with a pair of safety goggles or spectacles. In general, visitors wearing protective spectacles need not be provided with further protection unless actually undertaking or observing potentially hazardous operations.

Dust Masks - particle masks will be made available for use in all workshops etc where excessive dust or aerosols are likely to be created. However the use of respiratory protection

should be regarded as secondary to engineering controls i.e. local exhaust ventilation. Where harmful dusts are likely to be produced a risk assessment must be completed and approved by departmental managers.

There are a number of work situations where the use of special protective clothing or equipment is essential; in such circumstances the work activity must not be performed without the use of the proper protection for the operator and others in the vicinity that may be affected by the activity. All students are required to wear protective equipment within the workshop.

Gloves - where the risk of injury to, or contamination, or infection of the hands exists suitable gloves must be worn. Care and the correct technique should be exercised when removing the gloves to ensure that any contaminants do not come into contact with the hands.

Working at Heights Regulations

The Regulations apply to all work at height, where there is risk of a fall liable to cause personal injury. The Regulations place duties on Orion and those who control any work at height activity.

As part of the Regulations, Orion will ensure:

- All work at height is properly planned and organised
- Those involved in work at height are competent
- The risks from work at height are assessed, and appropriate work equipment is selected and used
- The risks of working on or near fragile surfaces are properly managed
- The equipment used for work at height is properly inspected and maintained

Lone Working

Staff working on an outreach basis will be expected to report in and out of the office, record visits into a central diary system and remain accessible at all times by mobile phone. Orion will provide resources to enable staff working within the community to have access to company mobile phones. A lone worker risk assessment will be conducted for all staff working outside the office with students or at isolated areas within the community.

Health and Safety Guidance

Further health and safety guidance can be obtained from the Health and Safety Officer under the direction of the Head of School. This policy will be kept up to date and will be reviewed once per year as part of the company's Quality Assurance arrangements.

Monitoring and Evaluation

This policy will be reviewed annually or at an earlier date if changes are required due to changes in Orion's health and safety processes or legislation and or guidance.