



BEP Group: Policy Pack

staff, volunteers, learners & consultants



Health, Safety & Environmental Sustainability
Policies and Procedures

Health, Safety and Environmental Policy and procedures

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1. Health, Safety and Environmental Policy

1.1. Statement

BEP Group recognise that our operations have the potential to impact both our employees and communities local to our operational sites as well as the wider global environment.

Health, Safety and Environmental Policy (HS&E) will be given the highest level of attention in order to ensure our employees and all those who come into contact with us, are protected from injury or ill health.

In addition, we have a duty to influence attitudes toward workplace health and safety issues on the part of our clients, many of whom will have little or no experience of the work environment; what they observe from our actions may set a pattern for their behaviour at work in the future.

BEP Group considers compliance with applicable legal requirements as the minimum standard for operating performance and is committed to attaining industry leading performance for safety, health and environmental issues.

Although a wide range of services are provided within BEP Group, we have a common purpose, that of improving the chances of our customers / clients attaining their full potential in terms of education and employment.

All employees must acquaint themselves with this HS&E Policy and its arrangements and keep it in mind at all times when at work. BEP Group believes that every employee can and should make a valued contribution to the successful implementation of this policy and that visible demonstration of leadership by all its Managers is paramount.

It is the policy of the BEP Group to comply with the terms of The Health and Safety at Work Etc Act 1974, The Management of Health and Safety at work Regulations 1999, any other relevant statutory provisions and to provide and maintain a healthy and safe working environment. The BEP Group health and safety objective is to eliminate or minimise the number of instances of occupational accidents and ill health and ultimately to achieve an accident free working environment. All employees shall be provided with such equipment, information, instruction, training and supervision as may be identified to implement the policy and achieve the stated objective above.

1.2. General Duties

1.2.1 The matters to which the BEP Group' general duty, set out above, extends are as follows:

- the provision and maintenance of plant and systems of work which are, so far as is reasonably practicable, safe and without risks to health
- the taking of steps, so far as is reasonably practicable, to ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- the provision of such information, instruction, training and supervision as necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees

- the maintenance of places of work that are safe and without risks to health, so far as is reasonably practicable, and the provision of a safe means of access to and egress from the workplace
- the provision and maintenance of a working environment that, so far as is reasonably practicable, is safe and without risks to health and is adequately provided with facilities and arrangements for employees' welfare at work.

1.2.2 The BEP Group health and safety policy will be monitored and updated continually, particularly when changes in the scale and nature of our undertaking or building structure occur. The policy will be updated at least every twelve months

1.3 Policy Objectives

1.3.1 The Principal objectives of this policy are:

- To protect the safety and health and environment of BEP Group staff, students, visitors and any persons who may be affected by BEP's activities;
To protect the physical assets of the BEP Group;
- To protect the reputation of the BEP Group;
- To provide information on where individual Departments and Managers are, relative to their overall safety, health and environmental objectives;
- To comply with relevant safety, health and environmental legislation.
- To assist Departments and Managers in achieving continual improvement in the management of safety, health and environmental issues; and
- by association, ensure BEP Groups continuing productivity

1.4 Safety Personnel

1.4.1 The person with the overall and final responsibility for health and safety in the BEP Group is The Chief Executive

1.4.2 The person for overseeing, implementing and monitoring the day to day application of the policy within the BEP Group is the Group Senior Manager (Facilities). S/he is also responsible for organising and/or carrying out risk assessments in accordance with The Management of Health and Safety at Work Regulations 1999, Regulation 3.1 and any other relevant statutory provisions and will be also be referred to as the Senior Manager (Facilities).

1.5 Consultation

1.5.1 The Senior Manager (Facilities) sees communication between employees at all levels as an essential part of effective health and safety management. Consultation will be with all employees at every staff meeting and whenever any measure is to be introduced to the work environment, which may affect the health, safety and welfare of employees. Information will also be shared when it is important to inform employees of statutory health and safety information, to plan and organise health and safety training and to inform employees of the health and safety consequences of the introduction of new technologies and methods of work.

1.5.2 The purpose of all consultation meetings is to provide a forum in which information may be conveyed and employees' questions on health and safety issues answered.

- 1.5.3 The Senior Manager (Facilities) shall endeavour to communicate to employees the commitment to safety and to ensure that employees are familiar and understand the BEP Group health and safety policy. BEP Group communicates with its employees orally, in the form of directions and statements from supervisors, in the form of health and safety display documents, manuals, guidance notes and by example.

1.6 Co-operation and Care

- 1.6.1 If we are to build and maintain a healthy and safe working environment, co-operation between all levels is crucial. All employees are expected to co-operate with the Safety Officer and to accept their duties under this policy.
- 1.6.2 Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his/her duties under this policy. Likewise, good safe working procedures will be recognised and congratulated. Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of BEP Group.

1.7 Training

- 1.7.1 BEP Group shall, in entrusting tasks to their employees, take into account their capabilities as regards health and safety and ensure its employees are provided with adequate health and safety training on being recruited into the BEP Group' undertaking and on their being exposed to new or increased risks because of:
- their being transferred or given a change of responsibility
 - the introduction of new work equipment or change respecting work equipment already in use within the BEP Group undertaking.
 - the introduction of new hazardous substances
 - any manual handling operations that cannot be avoided by other means.
 - the use, maintenance and storage of personal protective equipment.
 - fire precautions and emergency procedures
 - first aid
- 1.7.2 The Training referred to the points above shall:
- be repeated periodically where applicable
 - be adapted to take into account of any new or changed risks to the health and safety of the employees concerned take place during working hours.

1.8 Contractors

- 1.8.1 It is the policy of BEP Group to comply with the law as set down in Section 3 of The Health and Safety at Work etc. Act 1974 (duty to other persons) and Regulations 12 (working on other peoples premises), 15 (temporary workers) of The Management of Health and Safety at Work Regulations 1999.
- 1.8.2 All contractors employed are required to produce evidence of their health and safety competency, including their health and safety policy before any work begins.
- 1.8.3 Each Safety Manager shall provide relevant and comprehensible information to the employees of other employers who are working alongside his or her employees, and who may be in ignorance of the dangers within BEP Group undertaking.

- 1.8.4 There shall be close consultations and liaison with contractors to ensure working conditions are kept safe for all concerned at all times.

1.9 Visitors

- 1.9.1 It is the policy of BEP Group to comply with the law as set down in The Occupiers Liability Act 1957 and 1984.
- 1.9.2 BEP Group shall apply the duty to take such care as is reasonable (given the circumstances) to see that visitors will be reasonably safe in using the premises for the purposes for which they are invited or permitted to be there in appliance of the 1957 Act (lawful visitors).
- 1.9.3 BEP Group shall apply the duty of care if they are aware of a danger and they know (or should know) that a person may put themselves at risk and the risk is one which the occupier might reasonably be expected to do something about in compliance with the 1984 Act (unlawful visitors).

1.10 Student responsibilities

- 1.10.1 BEP Group shall, when considering the health, safety and welfare of trainees, students and young people, take into account their age, experience and maturity and will ensure that all young people are made aware of their responsibilities for health and safety.
- 1.10.2 Young people are issued with a handbook at the start of the programme which clearly outlines their responsibilities. All young people, and their parents are required to agree to the policies and sign to confirm they have read and understood their responsibilities. These responsibilities are further referred to throughout this document, within individual sections.

2 Risk Management

2.1 Risk Management Aims

- 2.1.1 To have in place a thorough process of risk management in order to maintain a safe and secure working and learning environment.

2.2 Risk Management Policy

- 2.2.1 We are aware that the Management of Health and Safety at Work Regulations 1999 requires employers to manage health and safety and to make 'safe management' a fundamental part of their business.

Under the Regulations we are required to introduce health and safety arrangements, health surveillance and procedures, provide information to our employees, appoint competent persons to enforce and promote health and safety, train the workforce and to make assessments of the risks to the health and safety of centre personnel, pupils and visitors.

- 2.2.2 We acknowledge that Risk Assessment is an exercise that we have to undertake to determine whether or not we comply with Health and Safety Law. Regulation 3 of the Management of Health and Safety at Work Regulations clearly states that 'Every employer shall make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst at work and the risks to the health and safety of persons not in his employment'.
- 2.2.3 We realise that by introducing systematic Risk Assessments we can not only determine where we do not comply with Legislation, but, in the event of a serious accident or perhaps prosecution by the Health and Safety Executive (HSE) the Risk Assessment can be used as evidence for defence. We are aware that the HSE will prosecute for not carrying out Risk Assessments.
- 2.2.4 We acknowledge that although risk cannot be eliminated we strive to provide a safe, secure and healthy working and learning environment for pupils, centre personnel and visitors as we believe everyone connected with the centre has the right to be protected as far as is reasonably practicable.
- 2.2.5 Therefore, we see the process of risk management as a means of controlling all the activities of the centre such as systems, jobs, tasks, people, equipment, etc. in order to reduce the possibility of accidents.

2.3 Risk Assessment Procedure

- 2.3.1 The stages of risk assessment are;
- Assess all of the activities of the centre such as systems, jobs, tasks, people, equipment etc. and ensure appropriate risk assessments are in place.
 - Identify the hazards that are or may be involved.
 - Identify those persons who may be at risk.
 - Identify the level of risk.
 - Decide whether existing measures adequately control the hazard.

- Consider appropriate and suitable measures that may eliminate or reduce risk.
 - Implement the risk control measures.
 - Communicate the risk control measures to all staff
 - Monitor the control measures for effectiveness.
 - Review and introduce new procedures.
- 2.3.2 Risk Assessments must take place annually although checks to equipment will take place more frequently.
- 2.3.3 All risk assessments are reported to:
- the Board
 - staff
 - students
 - work programme clients
 - visitors
- 2.3.4 Risk Assessments will be displayed in the following ways:
- dedicated files accessible to all staff
 - notice boards in appropriate areas of the buildings

2.4 Risk Assessment Responsibilities

- 2.4.1 The Board has responsibility to ensure that the organisation has in place a thorough process of risk management in order to maintain a safe and secure working and learning environment. The Board also has responsibility for the effective implementation, monitoring and evaluation of this policy
- 2.4.2 The Board has delegated powers and responsibilities to the Chief Executive and to the Senior Manager (Facilities) to ensure risk assessments are in place.
- 2.4.3 The Chief Executive will ensure that:
- risk assessments are undertaken by members of the senior management team and other competent members of staff;
 - risk assessments are in place and cover all the main aspects of the centre:
 - risk assessments are accurate and suitable;
 - risk assessments are reviewed annually;
 - risk assessments are easily available for all staff;
 - once a new hazard has been identified then a thorough risk assessment is undertaken and all centre personnel are notified;
 - advice is sought from appropriate outside agencies in order to complete certain risk assessments;
 - training is provided for the appropriate centre personnel so that they are aware of the process of completing a risk assessment;
 - the effectiveness of this policy is monitored.
- 2.4.4 The SMT will:
- undertake training in the process of completing a risk assessment;
 - ensure risk assessments are accurate, suitable and reviewed annually;
 - provide support for the Chief Executive in ensuring relevant risk assessments are in place;
 - report any areas of concern in order to minimise risk;

- provide guidance and support to all staff;
- keep up to date with new developments and resources;
- review and monitor the effectiveness of this policy

2.4.5 Staff must:

- comply with this policy;
- be aware of and comply with all current risk assessments;
- co-operate with those devising and updating risk assessments;
- report any new risks to the SMT;
- make volunteer helpers aware of the relevant risk assessments when they work in our building(s);
- make students aware of the risks of certain activities

2.4.6 Students and Clients must:

- be aware of the risks of certain activities;
- be encouraged to bring to the attention of centre personnel new hazards

2.4.7 All visitors must:

- observe the health and safety procedures of the centre and the risk assessments for tasks they take part in;
- bring to the attention of the centre any identified hazards

3. Fire Safety

3.1 Fire Safety Aims

- 3.1.1 To comply with the Regulatory Reform (Fire Safety) Order 2005.
- 3.1.2 To have in place precautions and procedures in order to minimise the effects of an outbreak of fire.

3.2 Fire Safety Policy

- 3.2.1 It is the policy of BEP Group to comply with the law as set out in the Fire Regulatory Reform (Fire Safety) Order 2005. We believe we comply with the Regulatory Reform (Fire Safety) Order 2005 as we act responsibly and take our fire safety duties seriously in order to protect students, staff and visitors.
- 3.2.2 In compliance with the Regulatory Reform (Fire Safety) Order 2005 we have in place a Fire Safety Manager who has overall responsibility for fire safety matters.

3.3 Fire Safety & Evacuation of the Building Procedure

- 3.3.1 We believe it is essential to have in place an effective policy for the evacuation of the building in the event of a fire or any other emergency. We believe that it is the responsibility of individual members of staff to ensure the safe evacuation of all students.
- 3.3.2 Alarm System:
 - Each week the alarm system will be sounded and checked.
 - Annual maintenance will take place by an appointed person.
 - Staff will be trained in how to use it.
- 3.3.3 Emergency Exits
 - All exits to be free from obstructions.
 - All exits to be checked every day.
 - All exits to be clearly signed.
- 3.3.4 Fire extinguishers are located at strategic locations throughout BEP Groups building. Employees are expected to be familiar with these locations and attempt to fight a fire only as so far their training has enabled them to do so safely.
- 3.3.5 Fire equipment to be annually maintained by a contracted company
- 3.3.6 In the event of a fire/evacuation alarm being activated, all employees must leave the building by the nearest available exit and assemble at the designated assembly point.
- 3.3.7 Practice fire evacuation drills will be conducted every 6 Months or otherwise indicated by Landlord to ensure employees familiarity with procedures.
- 3.3.8 In any other emergency situations, all employees must follow emergency directions given as the circumstances direct under the guidance of nominated fire wardens and marshals.

- 3.3.9 All staff, visitors, contractors, trainees and students should follow the guidelines below:
- When the alarm sounds the students should remain calm and they must listen to the following instructions from the tutor.
 - The students will then leave via the nearest exit indicated by the tutor who will be the last person to leave the classroom.
 - Before leaving the room all windows should be closed.
 - Doors must be closed when leaving the room.
 - The class teacher should count the number leaving the class and then recount at the assembly point.
 - The assembly point is identified for each building, in each class room
 - Registers will be brought from the office and distributed.
 - Under no circumstances should any one re-enter the building if someone is missing.
 - The fire brigade should be informed of the missing person.
- 3.3.10 A sufficient number of fire wardens shall be nominated and trained for the purposes of complying with the relevant statutory provisions.

3.4 Fire Safety Responsibilities

- 3.4.1 The Board has:
- appointed a Fire Safety Manager to take overall responsibility for fire safety matters;
 - nominated a member of the SMT to liaise with the Fire Safety Manager and to report back to the Board.
- 3.4.2 The Fire Safety Manager will:
- have overall responsibility for fire safety matters;
 - undertake risk assessments;
 - have in place fire procedures;
 - have in place plans for evacuation of our buildings;
 - conduct fire drills;
 - be responsible for fire safety training;
 - make periodic inspections of fire equipment;
 - make weekly checks to confirm fire safety procedures are adhered to;
 - maintain fire equipment;
 - ensure all fire exits are clearly signed;
 - check that all fire exit doors are clear of obstructions;
 - check that fire detection and protection systems are tested and maintained;
 - keep records of fire drills, training and maintenance of equipment;
 - report fire safety to the Board each half term.
- 3.4.3 All staff, visitors, contractors, trainees and students:
- have a duty to take reasonable steps to ensure they do not place themselves or others at risk of harm;
 - are expected to be fully aware of and comply with all fire procedures;
 - are responsible for maintaining a high standard of fire precautions in areas under their control or influence;
 - must ensure that students for whom they are responsible are informed of fire procedure.
- 3.4.4 All staff will be trained in:

- fire precautions and procedures;
- emergency evacuation procedures
- the use of fire equipment;
- good housekeeping practices.

4. Accidents & Emergencies

4.1 Accident and Emergency Aims

- 4.1.1 To ensure that emergency situations are dealt with efficiently, effectively and to ensure the safety and welfare of staff and students at all times.
- 4.1.2 To have in place accident and emergency procedures to deal with any accident or emergency that takes place on our premises or on an educational visit or excursion.

4.2 Accident and Emergency Policy

- 4.2.1 We acknowledge that under the Health and Safety at Work Act 1974 we have overall responsibility for health and safety. We have in place procedures to deal with any accident or emergency involving staff, students or visitors either on our premises or on educational visits / excursions.
- 4.2.2 We believe it is essential to provide significant health and safety training for all personnel in order to communicate the company's accident and emergency procedures and to have in place a system to report all accidents and emergencies
- 4.2.3 BEP Group recognise that no loss incidents i.e. near misses, are a vital portent for the prevention of future injuries, losses and illnesses. All near miss incidents are to be logged and collated for periodic evaluation by the Safety Officer so as to identify any latent hazards within the working environment. All accidents, incidents and near misses, however small, sustained by a person whilst at work must be reported to the Senior Manager (Facilities) or nominated representative. Accident records are crucial to the effective monitoring and revision of this policy.
- 4.2.4 All eyewitness accounts will be collated as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present.

4.3 Accident and Emergency Procedure (Minor and Major)

- 4.3.1 In the event of a MINOR accident or illness staff must follow the steps listed below;
 - Staff must inform a designated First Aider of any incident immediately
 - The designated First Aider will take responsibility for the incident and will decide upon any further action which needs to be taken
 - If the First Aider dealing with the incident does not feel hospital treatment is needed, they will administer first aid and treatment according to the First Aid policy
 - Details of the accident, injury or illness are recorded in the accident book and forwarded to a designated senior manager. For students, parents/carers will be informed of any accidents (good practice as recommended by Ofsted)¹
 - A minor injury is defined as
 - sprains, stains and bruising
 - cuts and grazes

- wound infections
- minor burns and scalds
- minor head injuries
- insect and animal bites
- minor eye injuries
- minor injuries to the back, shoulder and chest²

- 4.3.2 In the event of a MAJOR accident or illness staff must follow the steps listed below;
- Staff members must inform the designated First Aider immediately.
 - The First Aider should allocate a staff member to call 999 for an ambulance if appropriate and inform a senior manager.
 - The First Aider will take charge and assume responsibility for the incident. They will assess the situation and decide on the action which needs to be taken.
 - For students, parents/carers will be called immediately and if necessary the student will be accompanied in the ambulance by a member of staff. The staff will consent to medical treatment if the parent/carer has signed the parental consent form allowing BEP Group to act on their behalf. The staff member who has accompanied the person will remain at the site where the student is until the parent/carer has arrived, where possible
 - A report form will be completed with the necessary details of the incident (listed below). RIDDOR will be contacted in accordance with the RIDDOR policy.
 - A major injury is defined as;
 - broken bones or a fracture
 - loss of consciousness
 - pain that is not relieved by simple pain killers
 - acute confused state
 - persistent, severe chest pain or breathing difficulties
 - amputation
 - dislocation of any major joint including the shoulder, hip, knee, elbow or spine
 - loss of sight (temporary or permanent)
 - chemical or hot metal burn to the eye or any penetrating injury to the eye
 - injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours.
 - any other injury leading to hypothermia; heat induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
 - unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
 - medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
 - medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material³

4.4 Accident and Emergency Responsibilities

- 4.4.1 The Board will:
- delegate powers and responsibilities to the Chief Executive to ensure all personnel and visitors are aware of and comply with this policy

- be responsible for the effective implementation, monitoring and evaluation of this policy

4.4.2 The Chief Executive will

- ensure all personnel, students and parents are aware of and comply with this policy
- provide health and safety training for all staff
- have in place a system to report all accidents and emergencies
- provide an accident and emergency procedures document for all staff
- ensure that all staff are aware of the above document
- ensure confidentiality of the details of any incident in the event of any subsequent legal proceedings
- report the following work-related accidents and dangerous occurrences to the Health and Safety Executive:
 - acts of violence to staff
 - accidents resulting in death or major injury
 - diseases and medical conditions
 - accidents causing incapacity of more than three days
 - near misses

4.4.3 The Senior Management Team will:

- lead the development of this policy throughout the company;
- work closely with the CE
- provide guidance and support to all staff;
- keep up to date with new developments and resources;
- review and monitor
- annually report to the Board on the success and development of this policy

4.4.4 All staff will:

- comply with this policy
- attend health and safety training
- know what to do in the event of an accident or emergency
- ensure the safety of all students and other members of staff

4.4.5 The accident and emergency procedures document will include:

- names and responsibilities of staff
- names of all first aiders
- location of first aid equipment
- Reporting
- location of medical room
- accident procedures:
 - accidents dealt with by a member of staff
 - accidents dealt with by a qualified first aider
 - accidents that need the assistance of paramedics
- emergency procedures
 - location of alarm systems
 - list of names of who to contact in an emergency
 - plan of assembly points
 - the names and responsibilities of staff
 - evacuation procedures
- records of accidents or dangerous occurrences:
 - date and time
 - location

- name of injured person
- description of accident

5 Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

5.1 RIDDOR Aims

- 5.1.1 To report to the Health & Safety Executive all accidents and ill health at work.

5.2 RIDDOR Policy

- 5.2.1 We have a legal duty under the RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrences 1995) to report all accidents and ill health at work to the Health and Safety Executive:

- Death or major injury
- Over seven days lost to injury (You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days.)
- Certain diseases
- Dangerous occurrences

- 5.2.2 A risk assessment will only be conducted by a competent person for all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' and the Senior Health & Safety Officers guidance and our knowledge of the work process.

- 5.2.3 The Senior Manager (Facilities) through the Senior Health & safety Officer shall ensure that exposure of employees to hazardous substances is prevented, minimised and adequately controlled in all cases.

- 5.2.4 Assessments shall be reviewed regularly and certainly if its validity becomes suspect, or if significant changes in the workplace takes place.

5.3 RIDDOR Responsibilities

- 5.3.1 The Chief Executive will:

- report accidents:
 - including near misses whether or not injury results;
 - involving persons not in the employment of the company but are injured as a result of or in connection with the company's work;
 - to contractors;
 - to visitors;
 - to students in school or on trips
- report all accidents including deaths and major injuries;
- undertake preliminary investigations;
- complete an accident report form within two working days of the accident occurring;
- send the form to the Health and Safety Executive;
- enter the details of any accident to a member of staff in the Accident Book;
- inform the HSE :
 - if an injured employee reports sick directly or subsequently for more than seven consecutive days;
 - of all accidents, deaths and major injury
 - of a dangerous occurrence within two working days by completing the Dangerous Occurrence Form;

- if any member of the company personnel is suffering from a specific disease covered by Riddor

5.3.2 The Health & Safety Manager will:

- inform Chief Executive on any of the above occurrences
- keep up to date with all requirements under RIDDOR

6 Electrical Safety

6.1 Electrical Safety Aims

- 6.1.1 To ensure that all electrical equipment within our premises meets the safety requirements of the Electricity at Work Regulations 1989 so that students, staff and visitors are not exposed to danger.

6.2 Electrical Safety Policy

- 6.2.1 We acknowledge that electrical hazards have the potential to cause harm or damage, and that electrical fires are caused by lack of testing and inspection and poor housekeeping. Therefore, all electrical equipment will be maintained to a satisfactory standard to minimise risk to all who may be affected.
- 6.2.2 BEP Group shall assess the work activities which utilise electricity, or which may be affected by it, and/or by virtue of being in the same vicinity, etc and to define all foreseeable risks associated with them.
- 6.2.3 BEP shall assess the suitability, design, construction and installation of electrical systems for specific tasks, the possibility of adverse, including environmental, effects and necessary precautions due to the siting of such systems, and the provision of suitable and adequate precautions and protections.
- 6.2.4 No electrical equipment, tools or appliances shall be used within the workplace until physical evidence of inspection and testing by a competent person within the last 6 months is obtained. This includes any hired equipment.

6.3 Electrical Safety Responsibility

- 6.3.1 The Board will delegate responsibility to the Chief Executive for all electrical safety
- 6.3.2 The Chief Executive will ensure that:
- only suitably competent or qualified persons may carry out work such as fitting plugs, fuses and lamps to any electrical equipment;
 - all electrical equipment is maintained to a satisfactory standard in order to minimise risk to staff, students and visitors;
 - all electrical equipment is periodically tested and labelled by an external qualified contractor;
 - a bi-annual PAT report is received;
 - faulty equipment is clearly marked and is taken out of use;
 - no personal electrical equipment is used within any company premises without it being PAT tested.
 - all staff are aware of their safety duties and trained to undertake visual checks of electrical equipment;
 - report any faulty appliances to be repaired by a competent contractor;
- 6.3.3 All staff will:
- carry out visual inspections prior to using electrical equipment;
 - check that electrical equipment, leads and extension leads have valid and current test labels attached to them;
 - report any faulty equipment;
 - comply with this policy.

7. COSHH (Control of Substances Hazardous to Health)

7.1 COSHH Aims

- 7.1.1 To have in place safety procedures to prevent the exposure of students and personnel to substances that are hazardous to health.
- 7.1.2 To control any exposure to substances to within acceptable limit.
- 7.1.3 To comply with all COSHH regulation

7.2 COSHH Policy

- 7.2.1 All identified employees who will come into contact with hazardous substances shall receive relevant, comprehensible and adequate information, instruction, training and supervision on the hazards and risks of a substance, and what preventive and protective measures are necessary to secure health, safety and welfare.
- 7.2.2 We are in agreement with the H & S Commission that it 'does not consider education to be a high risk activity in terms of exposure to hazardous substances and, in general, the requirements of COSHH regulations 1990 are in line with what is already good working practice in schools as laid down by current LEA guidance documents'.⁴
- 7.2.3 Although no chemical substance can be regarded as completely safe, we have in place safety measures in order to prevent the exposure of students and personnel to substances that are hazardous to health.
- 7.2.4 We have in place safety procedures to prevent the exposure of students and personnel to substances that are hazardous to health. We ensure that we control any exposure to substances to within acceptable limits. We also ensure that we comply with all COSHH regulation

7.3 COSHH Responsibilities

- 7.3.1 The Board will ensure regular risk assessments are completed and appoint a staff member to be responsible for COSHH
- 7.3.2 The Chief Executive will:
 - ensure an inventory is in place of all substances hazardous to health;
 - ensure that risk assessments are in place of the exposure of staff and students to hazardous substances;
 - ensure detailed information accompanies each hazardous substance;
 - there is an annual review of risk assessments
- 7.3.3 The Senior Management Team will:
 - ensure an assessment is undertaken of all activities and operations which involve, or may involve exposure to substances hazardous to health;
 - ensure that if the substance cannot be eliminated or substituted then suitable control measures are put into place
 - that every three years all activities and operations using hazardous substances are reassessed.

7.3.4 Staff will:

- be provided with and/or must provide personal safety equipment when and where required;
- follow instructions when using any substance listed under COSHH
- ensure all safety equipment is reviewed annually and replaced if needs be.

8. Display Screen Equipment (DSE)

8.1 DSE Aims

- 8.1.1 To minimise the risk to employees when using DSE by ensuring that workplaces and jobs are well designed

8.2 DSE Policy

- 8.2.1 We are aware that we have a responsibility under the Health and Safety at Work Act 1974, the Display Screen Equipment (DSE) Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 and the Management of Health and Safety Regulations (1999) for the health, safety and welfare of employees (personnel) using DSE.
- 8.2.2 We acknowledge that the Regulations apply to all employees and require employers to minimise the risks in VDU work by ensuring that workplaces and jobs are well designed. As we have a responsibility for students' general health and safety, then the requirements of the Regulations will also be applied to students.
- 8.2.3 Display equipment covers monitors, laptops and other graphic displays including CCTV. A workstation includes equipment peripheral to the DSE but within the immediate work environment such as desk, chair, keyboard, mouse.
- 8.2.4 A display screen user is an employee who normally uses a DSE for continuous or near continuous spells of an hour or more at a time.
- 8.2.5 BEP will perform a suitable and sufficient analysis of the work stations of "users" and shall adapt, where necessary, the workstation so as to accommodate the "user" in a healthy and safe working environment and routine. The risks to "users" will be reduced to the lowest level reasonably practicable. DSE users will be allowed periodic activity changes in their work.
- 8.2.6 Eye and eyesight tests will be provided for DSE users upon their request. Where it is identified in written by a registered optician that a user requires corrective eyesight equipment for the specific use of DSE, the basic cost of suitable lenses and frames shall be given up to the value of £30.00.
- 8.2.7 All DSE users will be given adequate health and safety information, instruction, supervision and training in the use of workstation equipment.

8.3 DSE Responsibilities

- 8.3.1 The Chief Executive will:
- ensure that suitable risk assessments are carried out and sufficient resources are made available to manage the risks of DSE;
 - consider the views of the users;
 - provide health and safety information for users;
 - organise eye tests for users on request;
 - suggest to parents to have their child's eyes tested.
 - ensure the risk assessments cover:
 - all the equipment and the environment of the workstation;
 - the work patterns of the employee;
 - the extent of use;

- training and information and any special needs for disabled people.

8.3.2 Staff will:

- Use this guidance to self assess their own needs in terms of eye sight, posture and RSI (repetitive strain injury)

9. Manual Handling

9.1 Manual Handling Aims

- 9.1.1 To reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying by personnel.

9.2 Manual Handling Policy

- 9.2.1 We understand that manual handling is the movement of a load, (inanimate objects as well as students) by means of bodily force, which includes lifting, supporting, carrying, putting down, pushing and pulling.
- 9.2.2 We have a duty under the Manual Handling Regulations 1992 to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying by staff.
- 9.2.3 We will look at ways such as lifting aids and ergonomic design of the workplace to eliminate manual handling operations altogether. But if this is not possible then we must reduce risk to employees by undertaking a Risk Assessment of Manual Handling Operations at Work.

9.3 Manual Handling Responsibilities

- 9.3.1 The Board will:
- appoint a member of staff to be the Coordinator for Health and Safety;
 - be responsible for the effective implementation, monitoring and evaluation of this policy, through the CE.
- 9.3.2 The Chief Executive will:
- organise the Risk Assessments;
 - attend Risk Assessment training;
 - make staff safety representatives aware of the Risk Assessments;
 - make staff aware of the Risk Assessments;
 - provide adequate information and training to staff carrying out manual handling;
 - provide manual handling procedures for staff;
 - investigate any injuries or incidents relating to manual handling;
 - take the necessary action to prevent further injuries;
 - monitor and review manual handling procedures
- 9.3.3 Staff will:
- be responsible for the health and safety of themselves and the health and safety of others with whom they work;
 - follow the guidance and procedures provided;
 - undertake manual handling training, where required;
 - report all accidents or incidents;
 - report if the manual handling assessment requires revision;
 - report any injury or health problem that affects their ability to carry out the procedures;
 - not wear clothing, jewellery or other encumbrance that may affect the manual handling procedures;

9.4 Manual Handling Risk Assessments

- 9.4.1 Risk assessments will be undertaken for those tasks that:
- cannot be avoided;
 - cannot be mechanised or automated;
 - pose a foreseeable risk of injury
- 9.4.2 The following will also be considered:
- The task
 - The load
 - The person/s
 - The working environment
- 9.4.3 On completion of risk assessments control measures will be put into place and monitored.

10. CCTV

10.1 CCTV Aims

- 10.1.1 To protect students, staff, visitors, buildings, grounds and equipment from damage, arson and theft.
- 10.1.2 To provide a secure environment for students, staff and visitors.

10.2 CCTV Policy

- 10.2.1 We have installed Closed Circuit Television (CCTV) surveillance equipment in order to deter unauthorised trespass to the company's grounds and premises. Under no circumstances has it been introduced to monitor students, parents or staff.
- 10.2.2 We believe it is essential to have in place appropriate security systems to protect students, staff, equipment, visitors, the company's grounds and premises. Therefore, we feel that CCTV helps in establishing an environment where everyone feels safe and secure as it is able to monitor activities in the grounds and premises that could affect our security, safety and wellbeing.
- 10.2.3 We have registered the CCTV system with the Information Commissioner under the terms of the Data Protection Act 1998 and we will make every effort to comply with the Commissioner's Code of Practice.

10.3 CCTV Procedure

- 10.3.1 The CCTV cameras will be:
 - placed in identified strategic positions
 - checked every day;
 - in constant operation all year round;
 - annually maintained
- 10.3.2 Training will take place periodically for the appropriate personnel who deal with the CCTV surveillance equipment.

10.4 CCTV Responsibilities

- 10.4.1 The Board will:
 - delegate powers and responsibilities to the CE to oversee all security measures including the administration and management of the CCTV Scheme;
 - appoint a Site Manager who will check the CCTV system every day;
 - be responsible for the effective implementation, monitoring and evaluation of this policy
- 10.4.2 The Chief Executive will:
 - ensure that security measures are in place and are effective;
 - ensure that the CCTV is well maintained, managed and complies with the Commissioner's Code of Practice;
 - ensure that all staff are aware of CCTV surveillance procedures;
 - monitor and evaluate the effectiveness of this policy
- 10.4.3 Staff will:
 - be aware of and abide by this policy;

- undertake appropriate training in security procedures;
- inform and remind students of security procedures
- inform students that CCTV is in place for security purposes

11. Medical & First Aid

11.1 First Aid Aims

- 11.1.1 To provide adequate first aid provision and medical care for students and staff
- 11.1.2 To have in place qualified first aid personnel who are aware of hygiene and infection control procedures
- 11.1.3 To have in place adequate first aid equipment
- 11.1.4 To have in place excellent lines of communication with the emergency services and other external agencies

11.2 First Aid Policy

- 11.2.1 We have a duty of care under The Health and Safety (First Aid) Regulations 1981 to promote the health, safety and welfare of all students, staff and visitors by providing adequate first aid equipment and staff qualified in first aid.
- 11.2.2 We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

11.3 First Aid Responsibilities

- 11.3.1 The Board will:
 - nominate a member of staff to take charge of first aid arrangements;
 - delegate powers and responsibilities to the CE to ensure the company complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
 - be responsible for the effective implementation, monitoring and evaluation of this policy
- 11.3.2 The Chief Executive will:
 - ensure the company complies with The Health and Safety (First Aid) Regulations 1981 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
 - ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment;
 - arrange training for all personnel in first aid arrangements;
 - ensure all applicable staff are trained in first aid arrangements and hold a valid certificate of competence;
 - monitor and evaluate this policy
- 11.3.3 The nominated person will:
 - organise and maintain the medical room(s);
 - ensure that there are adequate stocks of first aid equipment;

- position and maintain first aid containers at appropriate locations around the facilities;
- conduct annual risk assessments with the Senior Manager (Facilities)
- ensure all accidents and injuries are recorded and reported;
- inform parents of any accident, especially head injuries and of any first aid administered;
- provide guidance and support to all staff;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the CE on the success of this policy

11.3.4 Staff will:

- be aware of first aid arrangements;
- be suitably trained in identifying students with medical problems;
- report any concerns they have on the medical welfare of any student;
- undertake training in first aid, administration of medicines and awareness of medical problems in students, where required;
- report and record all accidents and first aid treatment administered
- ensure that students report all accidents

11.3.5 Parents must:

- inform the company of their child's medical history that may be a cause for concern;
- complete the necessary paper work before the company administers any medication to a child

11.3.6 All accidents and injuries will be:

- recorded in the Accident Book with all details given;
- reported to parents in person, by letter or phone

12. Asbestos

12.1 Asbestos Aims

- 12.1.1 To ensure that all students, staff and visitors are not exposed to the risks to their health due to the exposure to ACMs that may be present in the building.

12.2 Asbestos Policy

- 12.2.1 We acknowledge that asbestos is the name given to a group of fibrous materials, composed primarily of silicates, which occur naturally in many parts of the world. Six types of asbestos have been commercially used although the three main types produced and found in some buildings are crocidolite (blue asbestos), amosite (brown asbestos) and chrysolite (white asbestos).
- 12.2.2 We realise that asbestos fibres are a major health hazard as they can penetrate deep into the human lung and stay there for long periods. Inhaled asbestos can cause a range of diseases such as diffuse pleural thickening, asbestosis, lung cancer and mesothelioma.
- 12.2.3 It is the duty of BEP Group to ensure that as far as is reasonably practicable, persons are not exposed to risks to their health due to the exposure to Asbestos Containing Material (ACM) that may be present in any property rented or owned by BEP Group.
- 12.2.4 Therefore, BEP Group will ensure the prevention of exposure to hazards associated with ACMs by:
- conducting a survey of the premises in order to locate and remove any asbestos found;
 - completing a risk assessment and making a plan to manage the risk;
 - keeping an asbestos register which records the location and condition of any asbestos in the building;
 - ensuring employees and contractors have full knowledge of the location of asbestos in order to prevent accidental exposure.

12.3 Asbestos Responsibilities

- 12.2.1 The Board will be responsible for ensuring:
- the implementation of the BEP Group Asbestos Policy;
 - that staff are familiar with the contents of the policy in so far as it is relevant to their role and responsibilities;
 - the implementation of the Asbestos Management Plan;
 - awareness training for all staff;
 - the keeping of an Asbestos Register;
 - the has a nominated person (Senior Manager - Facilities) to manage asbestos in line with regulations and the management procedures;
 - the CEO will report back to the Board with any instances arising.
- 12.2.2 The Chief Executive, acting as the Building Manager will ensure that:
- the Asbestos Management Plan is implemented;
 - contractors consult the Asbestos Register and record any work undertaken;
 - contractors have received authorisation to carry out any work in accordance with the Asbestos Management Plan;

- the relevant procedures are undertaken if asbestos is found

12.2.3 All staff will be responsible for;

- complying with the Asbestos Policy and Management Plan;
- reporting to the Building Manager any materials suspected of containing asbestos;

13. Working at Height

13.1 Working at Height Aims

- 13.1.1 To ensure the safety of personnel, students and visitors by reducing the risk of injuries caused by falls from height.

13.2 Working at Height Policy

- 13.2.1 The Working at Height Regulations 2005 has been introduced to address the number of fatal and major injuries concerning falls from heights. The Regulations apply to all work at height activities where there is a risk of a fall liable to cause personal injury. Working at height includes working on ladders, platforms, trap hatches, roofs or any other position that could result in a fall.
- 13.2.2 BEP will undertake all reasonable steps to ensure the safety of personnel, students and visitors by reducing the risk of injuries caused by falls from height.

13.3 Working at Height Responsibilities

- 13.3.1 The Board will appoint a member of staff to be the Coordinator for Health and Safety.
- 13.3.2 The Chief Executive will:
- identify all work at height activities;
 - try to reduce the number of work at height activities;
 - undertake risk assessments on these activities;
 - provide all equipment to work at height;
 - undertake regular inspections of all equipment;
 - ensure that everyone that needs to work at height is competent and well trained;
 - provide a safe system of work
 - ensure that all contractors comply with this policy;
 - monitor and review the policy
- 13.3.3 The H&S Coordinator will:
- work with the CE to ensure that everyone complies with this policy;
 - review and monitor the policy;
 - annually report to the CE on the success and development of the policy
- 13.3.4 Staff will:
- co-operate with the implementation of this policy;
 - ensure that their own health and safety is not put at risk when working at height;
 - undertake training and guidance of how to work at height correctly;
 - identify and report any necessary changes to the risk assessments on working at height;
- 13.3.5 Risk assessment is the key to complying with the Working at Height Regulations in order to assess and manage the risks that personnel and others may be exposed to. The company will ensure that risk assessment is

undertaken and where necessary, a suitably qualified provider will provide any training required

14. Workplace Environment

14.1 Workplace Environment Aims

- 14.1.1 To provide and maintain a safe workplace environment so that personnel feel safe to work.

14.2 Workplace Environment Policy

- 14.2.1 We are required under the Workplace Health, Safety and Welfare Regulations 1992 (WHSWR) to manage the “workplace” in order to ensure the general health, safety and welfare of personnel and others. The specific requirements of the WHSWR apply to all organisations whatever their status.
- 14.1.2 The Education (school premises) Regulations 1999 also apply to health, safety and welfare in schools. These Regulations set out standards which specifically apply to schools. We understand that these Regulations are not enforced by the Health and Safety Executive but the Department for Education expects schools to meet them. As a provider of alternative education programmes, we believe we should aim to meet the same standards as apply to schools.
- 14.2.2 We will consider the following in protecting personnel:
- sanitary conveniences and washing facilities
 - rest and eating facilities
 - heating
 - lighting
 - water supplies provision
 - medical accommodation
 - ventilation
 - cleanliness
 - workspace dimensions

14.3 Workplace Environment Responsibilities

- 14.3.1 The Board will appoint a member of staff to be the Coordinator for Health and Safety;
- 14.3.2 The Chief Executive will:
- ensure the working environment is safe for all staff;
 - maintain the working environment to a high standard;
 - monitor and review this policy
- 14.3.3 The coordinator will:
- work with the CE to ensure the working environment is safe for all personnel;
 - review and monitor;
 - annually report to the CE on the success and development of this policy
- 14.3.4 Staff will:
- comply with this policy;
 - take reasonable care in the health and safety of themselves and others;
 - comply with company health and safety instructions;

- attend appropriate training

14.4 Provision of Workplace Facilities

- 14.4.1 Sanitary conveniences and washing Facilities will be:
- separate from those provided for students;
 - fully accessible to personnel with disabilities;
 - separated for males and females;
 - located in readily accessible places;
 - kept clean;
 - well lit;
 - ventilated;
 - supplied with hot (or warm) and cold running water;
 - supplied with soap and hand drying facilities
- 14.4.2 We will provide:
- a wholesome supply of water for domestic purpose including a supply of drinking water;
 - adequate hot and cold water for washbasins
- 14.4.3 We have in place suitable rest and eating Facilities for staff to rest and eat.
- 14.4.4 We have in place a medical room with a washbasin.
- 14.4.5 Adequate heating and ventilation will be provided. We will ensure:
- every tutor room or other spaces will have appropriate heating systems capable of maintaining the following temperatures where the external temperature is - 1°C:
 - areas with normal level of physical activity 18°C;
 - areas with below normal level of physical activity 21°C;
 - areas with above normal level of physical activity areas with normal level of physical activity 15°C;
 - During the summer the recommended temperature, outside the heating season, for all areas is 23°C and not exceeding 27°C.
 - All occupied areas in our premises will have controllable ventilation at a minimum rate of 3 litres of fresh air per second per person.
- 14.4.7 The building cleaning team will maintain the company premises to a very high standard of cleanliness on a daily basis
- 14.4.8 Offices will have a minimum of 11m³ of workspace per worker.

15. Transport

15.1 Transport Aims

- 15.1.1 To ensure that the provision of transport in order to take students to off-site activities is of a very high standard and that all safety procedures are in place.

15.2 Transport Policy

- 15.2.1 We acknowledge that we have a duty to provide transport of a very high standard in order to transport staff or students to various locations and events and to ensure that we comply with all health and safety procedures.
- 15.2.2 Transport includes all vehicles hired by the company and transport provided by members of staff to take students to off-site activities.

15.3 Transport Responsibilities

- 15.3.1 The Board will delegate overall responsibility for student transport to the Chief Executive.
- 15.3.2 The Chief Executive will:
- appoint a senior member of staff as Health & Safety Co-ordinator
 - review and monitor this policy
- 15.3.3 The coordinator will:
- be trained and familiar with all procedures dealing with off-site visits;
 - provide guidance and support to all staff organising off-site activities;
 - log details of all staff driving licenses, insurances and MOT evidence for their vehicles, if using them on company business;
 - review and monitor;
 - annually report to the CE on the success and development of this policy
- 15.3.4 Staff will be made aware of all procedures when dealing with off-site activities provide any details required about their vehicles and eligibility to drive
- 15.3.5 The Co-ordinator will ensure that the following are in place for all transport hired by the company or by outside agencies:
- Risk Assessments are completed for the trip
 - All vehicles are hired from a reputable firm and comply with all safety regulations
 - The tutor in charge must take their work mobile on all trips
 - Permission must be received from parents for trips
 - Students must wear seat or lap belts
- 15.3.6 The Co-ordinator will ensure that the following are in place when transport is provided by staff and/or parents:
- Adults other than a student's parent/carer must be CRB checked
 - The driver must have a full and current driving license
 - The vehicle and driver must have appropriate insurance

- The vehicle must have current road tax
- The vehicle must have a current MOT
- Permission is received from parents
- Students must wear seat or lap belts

16. Violence and Personal Safety in the Workplace

16.1 Violence & Personal Safety Aims

- 16.1.1 To create a safe and secure environment for all members of the company.

16.2 Violence & Personal Safety Policy

- 16.2.1 It is the policy of BEP Group to comply with the law as set out in The Health and Safety at Work etc Act 1974 and other relevant statutory provisions.
- 16.2.2 BEP Group shall do all that is reasonably practicable to ensure the health, safety and welfare of its employees at work. This duty includes the provision of a safe system of work, and provision of such information, instruction, training and supervision as is necessary.
- 16.2.3 BEP Group recognises and accepts the duty to assess the extent to which individuals are exposed to reasonably foreseeable violence. BEP Group shall also ensure that any measures that arise from the assessment are implemented. We have a duty under the Health and Safety at Work Act 1974 to ensure the health and safety of personnel and under the Management of Health and Safety at Work Regulations 1999 we have a duty to manage risks in the workplace.
- 16.2.4 We aim to create a safe and secure environment where violence, threatening behaviour or abuse to any member of the staff or student body is not tolerated.
- 16.2.5 We consider violence and aggression includes any form of physical attack, attack against property or possessions, serious verbal abuse and threats or anti-social behaviour.
- 16.2.6 Violence and aggression to staff or students is an issue that we take seriously and we will do everything reasonably practicable to reduce risk.

16.3 Violence & Personal Safety Procedure

- 16.3.1 When confronted with an incident staff should:
- stay calm;
 - look for signs that could result in unpredictable behaviour;
 - seek assistance;
 - converse in a calm controlled manner;
 - not turn their back on the 'aggressor';
 - defuse the situation by listening and suggesting that the conversation takes place at some other time and place;
 - move to a place of safety;
 - only use restrictive physical intervention with a student as a last resort
- 16.3.2 Recording and Reporting Incidents
- All personnel must report all incidents of violence and aggression in accordance with the company's accident and emergency procedures.
 - All incidents resulting in injury will be reported to the CE.
 - The CE will report any incident that involves a member of staff having more than 3 days off work to the Health and Safety Executive.

- 16.3.3 The CE will investigate all incidents and may decide to:
- conduct further investigation;
 - offer counselling to the victim;
 - liaise with the police;
 - take legal action;
 - liaise with legal advisers;
 - exclude a student or temporarily withdraw service from the party that was responsible for the incident
- 16.3.4 The police will be informed of all cases of severe disturbance, assault or potential violence.
- 16.3.5 Staff will undertake training in:
- company safety and security procedures;
 - personal safety awareness, basic breakaway techniques and safe methods of working;
 - identifying and dealing with potentially difficult situations;
 - physical restraint of students

16.4 Violence & Personal Responsibilities

- 16.4.1 The Board will:
- appoint a member of staff to be the Coordinator for Health and Safety;
 - delegate to the Chief Executive the task of overseeing Risk Assessments as we believe this process is the key to controlling any risks at work;
- 16.4.2 The Chief Executive will:
- appoint a Senior Manager (Facilities)
 - ensure that risk assessments are carried out and monitored
 - ensure that all Risk Assessments are realistic and practical;
 - ensure identified risk control measures will be acted upon;
 - ensure any incident resulting in injury is recorded
- 16.4.3 The coordinator will:
- work with the CE to undertake the Risk Assessments;
 - identify and assess hazards and risks;
 - identify risk control measures;
 - record and review the assessment where appropriate
 - review and monitor;
 - annually report to the CE on the success of this policy
- 16.4.4 Staff will:
- work with the CE on the Risk Assessment process by completing a fact finding questionnaire on the likelihood of them being subjected to violence or abuse in any form;
 - prevent violent incidents occurring by avoiding situations that will provoke violent or aggressive behaviour from students who are known to have these tendencies;
 - undertake training in Conflict Management and physical restraint and release techniques, to recognise the signs of potential violent or aggressive situations developing;

- report any incident of violence and aggression through the company procedure;
- ensure that all incidents are reported to the CE

17. Lone Working

17.1 Lone Working Aims

- 17.1.1 To have in place risk assessments and safety procedures for lone workers.

17.2 Lone Working Policy

- 17.2.1 We have a duty of care for all personnel under the Health and Safety and Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to make suitable risk assessments of work activities including the risks of personnel working alone.
- 17.2.2 Lone working is any activity that requires an employee working alone, or without close or direct supervision. Lone working may occur in the evening, at the weekend or during school holiday periods and may be dangerous due to acts of aggression or violence by others, hazards in the workplace, or the lack of help should an accident or illness occur.
- 17.2.3 We recommend that staff should only work alone on company premises if it is absolutely necessary.

17.3 Lone Working Responsibilities

- 17.3.1 The Board will:
- appoint a member of staff to be the Senior Manager (Facilities) to undertake risk assessments on lone working;
 - delegate overall authority for implementation of this policy to the Chief Executive
- 17.3.2 The Chief Executive will ensure that a Health and Safety Coordinator is appointed to oversee implementation of the policy, monitor lone working and ensure that steps are taken to reduce occurrences of lone working
- 17.3.3 When carrying out risk assessments the coordinator will consider the following:
- location of the workplace
 - lines of communication
 - the possibility of violence or aggression from others
 - the particular risks of the type of work being done
 - the health and fitness of the lone worker
 - the need for training and instruction
 - supervision of the lone worker
 - dealing with unexpected illness, accidents or emergencies
- 17.3.4 The following control measures will be considered:
- instruction, training and supervision
 - communication
 - security
 - accident prevention
 - first aid
 - access to buildings
 - personal assault
 - medical fitness

- 17.3.5 All staff must recognise the hazards and risks involved in working alone by:
- attending training and information sessions;
 - following safe working procedures such as first aid, communication procedures and emergency procedures;
 - complying with safe working procedures;
 - reporting any concerns they have.
- 17.3.6 All staff are required to follow the safe system below for lone workers:
- To inform their Line Manager when they will be working alone.
 - To inform someone close to them where they are and when they will be home.
 - To have their work and/or personal mobile with them.
 - To have a list of contact telephone numbers in case of an emergency.
 - To ensure the main door of whichever premises they are in is locked.
 - To have a torch with them in a case of a power cut.
 - To park in a well lit area close to the main door.
 - To have a first aid kit at hand.
 - To ensure that the work they are doing does not involve working at height, lifting heavy goods or any activity that could be dangerous to someone working alone.
- 17.3.7 For Lone Working Guidance please see **Appendix 1**

18. Work Equipment

18.1 Work Equipment Aims

- 18.1.1 To provide staff with sufficient and suitable work equipment in a safe environment
- 18.1.2 To ensure that staff understand how to use equipment safely and efficiently

18.2 Work Equipment Policy

- 18.2.1 It is the policy BEP Group to comply with the law as set out in 'The Provision and Use of Work Equipment Regulations 1998' and The Lifting Operations and Lifting Equipment Regulations 1998.
- 18.2.2 The Safety Officer shall endeavour to ensure that all equipment used in the working environment is safe and suitable for purpose for which it is designed to do safely. The Safety Officer is also responsible for ensuring that equipment complies with relevant statutory provisions.
- 18.2.3 All employees shall be provided with adequate information, instruction, training and supervision to enable them to use work equipment safely.
- 18.2.4 The use of any work equipment which could pose a significant risk to the health and safety of persons within or adjacent to the working environment will be strictly restricted to persons authorised to use the equipment. All equipment will be maintained in an efficient state, in efficient working order, in good repair, and where a maintenance log is required kept up to date.
- 18.2.5 All staff shall be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.
- 18.2.6 All work equipment will be clearly marked with health and safety warnings where appropriate.
- 18.2.7 Regular routine inspections of work equipment will be carried out and the results recorded and shall be kept in a readily accessible place within the vicinity of the equipment.
- 18.2.8 No work equipment obtained from the undertaking of another person will be used unless there is physical evidence that it complies with the relevant statutory provisions.

18.3 Personal Protective Equipment

- 18.3.1 It is the policy of BEP Group to comply with the law as set out in The Personal Protective Equipment Regulations 1992. All employees who are exposed to a risk to their health and safety while at work shall be provided with suitable and appropriate P.P.E only where risks to health or safety that have not been avoided by other methods.
- 18.3.2 All P.P.E provided by BEP Group employees shall be maintained and will be properly assessed prior to its provision.

- 18.3.3 All employees shall use PPE in accordance with the instructions and training that they have been given on the use, maintenance, storage, replacement and purpose of the equipment.
- 18.3.4 BEP Group will endeavour to ensure that all personal protective equipment provided is issued and used properly by its employees.

19. Health Surveillance

19.1 Health Surveillance Aims

- 19.1.1 To maintain an overview of any health issues that could put staff or students at risk or danger
- 19.1.2 To provide and maintain a safe workplace environment so that personnel feel safe to work.

19.2 Health Surveillance Policy

- 19.2.1 It is the policy of BEP Group to comply with the law as set down in Regulation 6 of The Management of Health and Safety at Work Regulations 1999, regulation 11 of The Control Of Substances Hazardous to Health 1999 and any other relevant statutory provision.
- 19.2.2 BEP Group shall, where it is deemed necessary, exercise routine health surveillance to supervise the occupational health of employees and to identify, at the earliest possible stage, any adverse effect on employees' health due to work-related causes.
- 19.2.3 BEP Group in conjunction with NHS shall provide suitable health surveillance where:
 - an identifiable disease may be related to exposure
 - there is a reasonable likelihood that the disease will occur under conditions of work
 - there are valid techniques for detecting the disease.
- 19.2.4 In specified cases, health surveillance shall include medical surveillance under the supervision of an Employment Medical Advisor (EMA) or appointed doctor, at 12 month intervals (or at shorter intervals as they may themselves prescribe).
- 19.2.5 BEP Group shall provide suitable and sufficient information, instruction and training, for its employees and others exposed to microbiological hazards, on the associated risks to health and the necessary precautions to be taken. This shall include results of workplace monitoring and the collective results of health surveillance.

19.3 Mental Health

- 19.3.1 BEP Group shall endeavour to include the promotion of mental health, aiding in the recognition of potential mental health problems, provide a basis for education and training, outlining the processes of intervention, and the facilitating of rehabilitation and resettlement at work after sickness absence.

20. Environmental and Sustainability

20.1 Environmental and Sustainability Aims

- 20.1.1 Business Education Partnership (BEP Group) is committed to integrating the use of sustainable resources and environmental best practice into all its business activities. BEP accepts its environmental responsibilities and recognises its obligation to reduce the impact of business activities on the environment. BEP will achieve this through a policy of continual improvement in environmental performance.

20.2 Environmental and Sustainability Policy

- 20.2.1 BEP Group will:
- adopt best practice and assist, where possible, in developing innovative solutions to the environmental issues and problems facing its sector
 - conduct its activities in full knowledge of, and compliance with, requirements of applicable environmental legislation and approved Codes of Practice
 - assess the environmental impact of all past, current and likely future operations, and fully integrate environmental considerations and objectives into its business decisions
 - minimise consumption of natural resources, including energy, water and raw materials, as far as is economically practicable
 - minimise emissions and pollution
 - reduce the production of waste and develop effective waste management and recycling procedures, as well as disposing of unavoidable waste in such a way as to minimise its environmental impact
 - develop and implement integrated logistics policies, and encourage the use of environmentally friendly means of transport by staff
 - establish environmental objectives and targets, and measure performance against these targets
 - raise awareness amongst members of staff through appropriate education and training, encouraging them to become more environmentally responsible
 - encourage awareness of, and commitment to, improved environmental performance amongst suppliers and customers
 - work within the local community and with others, to take into account their environmental concerns and develop and pursue environmental initiatives
 - communicate this policy to members of staff, and consult with them to ensure that they take an active role in its implementation and review
 - monitor and review its environmental performance and publish and communicate this performance to staff and other concerned parties.
- 20.2.2 BEP will communicate this policy to all members of its supply chain and encourage and support them to adopt best practice to ensure that the environment is protected and that they are aware of and support the concept and practice of sustainability in the execution of their contract(s) with BEP

21. Monitoring and Review of policies

These Health and Safety Policies will be monitored regularly and reviewed in response to any changes in legislation or incidents occurring.

Chief Executive: Kelly Sims		Last review:	August 2018
		Next Review:	August 2019

Version Control

Date	Section	Description
Sept 2016	1.10	Section added to provide greater clarity around student and young people responsibilities.
Nov 2016	2.3.1	Bullet point 1 – word change – Review changed to Assess
Sept 18	22	Layout and labelling of appendices improved.

Appendix 1 – Lone Working Guidance

BASIC GUIDANCE FOR PERSONAL SAFETY – LONE WORKING

This is general advice regarding lone working from which safe systems of work can be extrapolated. Feasible procedures may be constructed with consultation from employees, however, any procedures must be validated by a competent person before being applied. Personal issues facing lone workers include:

1. Lack of communication with fixed base.
2. Dealing with aggressive clients/persons alone; dealing with people affected by drugs/alcohol.
3. Difficulties of applying risk assessment strategies to personal safety.
4. Psychology of the lone worker leading to management challenges and under reporting of incidents.
5. The need to have personal safety systems in place such as: methods of recording/tracking where people are; near miss reporting and the financial implications of these.

On foot

- Keep to busy, well lit roads.
- Avoid poorly lit or rarely used footpaths.
- Walk facing on-coming traffic to avoid curb crawlers.
- do not use personal stereos - you will be unable to hear anyone approaching from behind.
- Know your journey in advance - tell someone which route you mean to take and estimated time of arrival at your destination.
- Walk with confidence and purpose - try not to look as if you are not sure of where you are going.

Risk of personal attack/abuse

- Do not enter the house if the appropriate person is not available.
- Wait to be invited in or at least ask to enter.
- If the person is drunk or aggressive, do not enter.
- Ensure you can exit quickly if necessary.
- If you feel threatened, make an excuse to leave.

Causing offence, leading to abuse/attack

- Try not to react to dirty or smelly surroundings.
- Do not spread your belongings around.
- Do not wear overly strong perfume/cologne or exuberant jewellery.
- take care with documents you may not want them to see, but avoid being 'secretive'
- Let them know how much of their time you will need.
- Seek training in good interview techniques.
- Where possible "vet" interviewees first.
- Conduct interviews at a neutral location or where neither party could be at risk.
- Where possible conduct any interviews with an observer.
- Do not wear clothes that might cause offence.

Risk of personal attack/abuse due to misunderstanding of nature of work.

- Be aware of any delicate issues involved with discussions or interviews e.g. Before asking a client regarding any diseases he/she might have first explain why you need to know.
- Ensure house owners know who you are and what you are doing.

Aggressive behaviour

- Do not underestimate the importance of body language
- Talk yourself out of problems; placate rather than provoke.
- Do not turn your back on someone who is behaving aggressively.
- Stay calm, speak gently and slowly, keep eye contact but do not stare.
- Avoid an aggressive stance. Crossed arms, hands on hips or raised hands will challenge and confront.
- Keep your distance.
- Never try to touch someone who is angry - this will not calm the situation.
- Keep your eye on potential escape routes.

Physical attack

- Try to get away as quickly as possible. Move towards a place where you know there will be people.
- Carry the personal alarm supplied in a readily accessible place. Set it off as close to the aggressors ear as possible and then throw it out of reach.
- Shout and scream- shout something practical like "call the police" or "fire" - people rarely react to cries of "help" or "rape".
- If grabbed and unable to break free - pretend to vomit. This will often have the desired effect!

Other people's pets & livestock.

- Be aware not all pets are friendly.
- If entering a house with a dog or cat, ask that the animal be put in another room if you feel uneasy.
- If you are wary of a dog, do not enter the house unless the owner is prepared to remove the animal from the room you are going to be in. You could state that you have an allergy so as to be polite.
- If necessary to do so, pass through fields with animals quickly.
- Try to avoid walking near to the animals.
- Be especially aware of pregnant animals or those with young.

Security while driving.

Your behaviour behind the wheel is important. If you appear to be weak, lost, confused or preoccupied, you increase your chances of being attacked. Muggers are predators and will choose the ones who appear easier to attack than others. If you are and appear to be aware of your surroundings, confident, know where you are going, you decrease your chances of being attacked. Maintain your awareness at all times.

- Drive like a fighter pilot. Learn to check either side and behind you frequently. Develop the three way mirror scan and consciously check to "see" what you can see.
- Never, ever roll down your window to speak to a stranger who approaches your car. You can be heard just as well through a closed window. A popular form of attack uses this type of approach, so don't let them catch you off guard.

Appendix 2 - Attendance at BEP Academy following an Illness

Students or staff should not attend BEP if acutely ill. Once they feel better they can usually return providing they pose no serious risk of infection to others. To minimise the risk of transmission of infection to other children and staff, the following guidelines should be applied:

Condition	Exclusion from school once the child is well	Comments
Athletes Foot	None	Athletes Foot is not a serious condition. Treatment is recommended.
Chickenpox	Five days from the onset of the rash	Avoid pregnant women especially.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally a mild self-limiting disease.
Conjunctivitis	None	If an outbreak/cluster occurs seek medical advice
Cryptosporidiosis (Cryptosporidium)	Until 48 hours after symptoms cease	Immune suppressed are most at risk. Drinking water and recreational pools can contribute to outbreaks
Cytomegalovirus	None	Pregnant women should avoid contact with body fluids from known cases.
Diarrhoea and/or vomiting with or without a specified diagnosis	48 hours from last episode of diarrhoea or vomiting (48hr rule applies).	Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.
Diphtheria	Exclusion is important. Always seek medical advice	Preventable by vaccination. GP will organise any contact tracing necessary.
E. coli O157 and haemolytic uraemic syndrome	Exclusion is important for some children. Always seek medical advice	Exclusion applies to young children and those who may find hygiene practices difficult to adhere to. GP will advise. Exclusion from swimming should be for two weeks following last episode of diarrhoea.
Food poisoning	Until 48 hours after symptoms cease	Inform GP if there is a cluster of cases.
German measles (rubella)	Five days from the onset of the rash	Preventable by immunisation (MMR x 2 doses)
Giardiasis	Until 48 hours after symptoms cease	Especially important for young children.
Glandular fever	None	About 50% of children get the disease before they are five and many adults also acquire the disease without being aware of it.
Hand, foot & mouth disease (Coxsackie virus)	None	See medical advice if a large number of children are affected. Exclusion may be considered in some circumstances.

Head lice or nits	None	Treatment is recommended only in cases where live lice have definitely been seen. Close contacts should be checked and treated if live lice are found. Regular detection (combing) should be carried out by parents.
Hepatitis A	Exclusion may be necessary. Always consult with GP/NHS.	Good personal and environmental hygiene will minimise any possible danger of spread of hepatitis A.
Hepatitis B & C	None	Hepatitis B and C are not infectious through casual contact. Good hygiene will minimise any possible danger of spread of both hepatitis B and C.
HIV / AIDS	None	HIV is not infectious through casual contact. There have been no recorded cases of spread within a school or nursery. Good hygiene will minimise any possible danger of spread of HIV.
Impetigo	Until lesions are crusted or healed	Antibiotic treatment may speed healing and reduce infectious period. If lesions can be covered by a plaster/dressing exclusion period may be reduced. Inform the GP if there is a cluster of cases.
Influenza (flu)	Until recovered.	Flu is most contagious just before symptoms appear. See vulnerable children.
Lyme Disease	None	This disease cannot be spread from person to person.
Measles	Five days from the onset of the rash	Preventable by vaccination (MMR x 2).
Meningococcal meningitis / septicaemia	None	Meningitis C is preventable by vaccination. There is no reason to exclude siblings and other close contacts of a case. The GP will give advice on any action needed and identify contacts requiring antibiotics.
Meningitis (nonmeningococcal)	None	Hib meningitis and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings and other close contacts of a case. Always contact the GP who will give advice on any action needed and identify contacts requiring antibiotics.
Molluscum contagiosum	None	A mild condition
Mumps	Five days after onset of swollen glands	Preventable by vaccination. (MMR x 2 doses).
Paratyphoid fever	Exclusion is important for some children. Always consult with HPU.	Exclusion applies to young children and those who may find hygiene practices difficult to adhere to. GP will advise. Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.

Ringworm (tinea)	Until treatment commenced.	Treatment is important and is available from pharmacist. N.B. For ringworm of scalp treatment by GP is required. Also check and treat symptomatic pets.
Scarlet Fever (Scarlatina)	Five days from commencing antibiotics	Treatment recommended for the affected child
Shigella (bacillary dysentery)	Exclusion may be necessary.	Exclusion (if required) applies to young children and those who may find hygiene practices difficult to adhere to. GP will advise. Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.
Slapped cheek (Fifth) disease	None	Vulnerable amongst pregnant women.
Threadworms	None	Transmission in school is uncommon. Treatment if recommended for the affected child and their household contacts,
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.
Tuberculosis	Always consult with GP.	TB is only contagious if the case has the bacteria in their sputum. Two weeks of treatment usually renders the patient non-contagious. Generally requires quite prolonged close contact for spread. Contacts within the household are followed up and the GP will inform if any further action needs to be taken. Not usually spread from children.
Typhoid fever	Exclusion is important for some children. Always consult with HPU.	Exclusion applies to young children and those who may find hygiene practices difficult to adhere to. GP will advise. Exclusion from swimming should be for 2 weeks following last episode of diarrhoea.
Verrucae and warts	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.
Whooping cough (pertussis)	Five days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment.	Preventable by vaccination. After treatment non-infectious coughing may continue for many weeks. GP will organise any contact tracing necessary.

Notes

¹ 'The Childcare Register does not specifically require you to inform parents, but it remains good practice to do so' pg 7 Serious accidents, injuries and deaths that registered providers must notify to Ofsted and local child protection agencies' Oct 2100 ref 110009

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⁴ DEHSO 2004