



**Onside Education**  
**Health, Safety**  
**and**  
**Welfare Policy**  
**Sept 2025**

## **Statement of Intent**

Onside Education is committed to promoting the health, safety, and welfare of all individuals in the workplace. We recognise our moral and legal obligations to health and safety, and understand that incidents, whether they result in harm (accidents) or have the potential to cause harm (near misses), are unacceptable.

Onside Education's policy is to ensure that every 'reasonably practicable' step is taken to prevent injury or ill health to employees, students, contractors, and visitors. Across all provisions there is a strong commitment to avoid harm, and our operational processes and procedures are designed to meet the expectation of zero harm.

We believe that good health, safety, and welfare practices are integral to effective educational outcomes and align with standards such as Safeguarding, Prevent, and Ofsted requirements.

Health, safety, and welfare management is primarily a responsibility of line management, and it is crucial that all levels of management and leadership understand and follow this policy. All employees, students, contractors, and visitors must be aware of their moral and statutory responsibilities for health and safety. Health, safety, and welfare are shared responsibilities, and everyone must understand and adhere to this policy and all associated procedures.

This policy outlines the organisational structure, roles, responsibilities, and the systems in place for managing health, safety, and welfare. Compliance with this policy and related procedures is mandatory and will be subject to regular audits and reviews.

## **Organisational Roles and Responsibilities**

Onside Education Members are responsible for:

- Acting ethically and responsibly to ensure compliance with their statutory obligations under current legislation and regulations.
- Demonstrating leadership by promoting an environment where health, safety, and welfare are essential and integral parts of Onside Education operations.
- Ensuring that health, safety, and welfare practices align with good educational standards, such as Safeguarding, Prevent, and Ofsted requirements.
- Ensuring the existence of an effective, enforceable policy for the health, safety, and welfare of Onside Education staff, students, and visitors, and reviewing it periodically to reflect changes in the organisation, legislation, and guidance from the Health and Safety Executive (HSE) or the Department for Education (DfE).
- Monitoring health and safety performance across all provisions ensuring, as far as reasonably practicable, that sufficient processes, procedures, resources, and equipment are available to achieve Onside Education's health, safety, and welfare objectives.

### **Executive Team (CEO and Directors of Education)**

The Executive Team is responsible for:

- Acting ethically and responsibly in fulfilling their statutory obligations under current legislation and regulations.
- Providing leadership in promoting health, safety, and welfare as a fundamental aspect of Onside Education's activities.
- Acting as champions for health, safety, and welfare initiatives.
- Regularly updating the Executive team on matters related to health, safety, and welfare.
- Ensuring effective communication of the Onside Education Health, Safety, and Welfare Policy to all executive team members, ensuring they are fully aware of their responsibilities.
- Ensuring, as far as reasonably practicable, that sufficient processes, procedures, resources, and equipment are in place to meet Onside Education's health, safety and welfare objectives.

### **Operations & Estates Team (including the Health & Safety Manager)**

The Onside Education Operations and Estates team is responsible for:

- Acting ethically and responsibly in fulfilling their statutory obligations under current legislation and regulations.
- Leading by example in promoting health, safety, and welfare as integral parts of Onside Education's operations.
- Serving as advocates for health, safety, and welfare measures.
- Ensuring compliance with the Onside Education Health, Safety, and Welfare Policy, current legislation/regulations, and statutory guidance from the DfE by staying informed on relevant laws and practices.
- Establishing and overseeing a management structure responsible for health and safety at each provision.
- Periodically assessing the effectiveness of the health, safety, and welfare policy and making necessary improvements.
- Conducting thorough risk assessments to identify potential risks and implementing measures to prevent accidents or injuries.
- Providing guidance on safe working conditions that comply with statutory requirements and best practices.
- Reporting regularly on all health, safety, and welfare matters.
- Liaising with the HSE on relevant health, safety, and welfare issues.
- Coordinating with external contractors or trained staff to inspect and maintain health and safety equipment, including:
  - Annual inspections of all electrical appliances.
  - Annual inspections of fume cupboards.
- Actively monitoring health and safety systems through:
  - 5-year external audits, including fire risk assessments and health and safety audits.
  - Annual internal audits, including fire risk assessments and health and safety audits.
  - Termly review of documentation to ensure compliance with standards.
  - Regular inspections of premises and equipment.
  - Providing regular updates and reports to the Executive team

### **Health and Safety Manager Responsibilities**

#### Develop and Implement Policy:

- Create and enforce an effective, comprehensive health, safety, and welfare policy for Onside Education, ensuring it is regularly reviewed and updated to reflect organisational changes, legislative updates, and guidance from the Health and Safety Executive (HSE) or the Department for Education (DfE).

- **Monitor Compliance:** Ensure compliance with the Onside Education's Health, Safety, and Welfare Policy, relevant legislation, regulations, and DfE guidelines across all provisions.
- **Process Development:** Establish and monitor robust processes and procedures for identifying and managing health and safety hazards, as outlined in the policy.
- **Performance Monitoring:** Implement processes for measuring and assessing health and safety performance through inspections, audits, and surveys.
- **Training and Responsibilities:** Define health and safety responsibilities for each job role, ensuring that staff receive appropriate, role-specific training, either in-house or through accredited external sources.

### **Programme/Provision Lead Responsibilities**

- **Statutory Compliance:** Act ethically and responsibly in meeting statutory obligations under current legislation and regulations.
- **Leadership:** Promote health, safety, and welfare as essential components of provision activities and operations.
- **Local Implementation:** Ensure local implementation of the Onside Education's Health, Safety, and Welfare Policy within the Provision.
- **Communication:** Ensure all staff are informed of relevant health and safety information provided by the Health & Safety Manager, including updates to policies, procedures, and statutory requirements.
- **Safe Practices:** Ensure safe working conditions and practices for staff, students, and visitors on a daily basis.
- **First Aid Provision:** Ensure the presence of suitably trained first-aid personnel, as per the training matrix.
- **Medication Administration:** Ensure that medication is only administered with a prescription or written authorisation from a student's legal guardian.

### **Supervisory Staff Responsibilities**

- **Statutory Compliance:** Act ethically and responsibly to meet statutory obligations under current legislation and regulations.
- **Leadership:** Promote health, safety, and welfare within their departments as essential components of all activities.
- **Policy Implementation:** Implement the Onside Education's Health, Safety, and Welfare Policy within their department and carry out responsibilities as delegated by the Programme/Provision Lead.

- **Engagement:** Show interest in health and safety matters and ensure staff, students, and visitors comply with safety requirements.

### **Responsibilities of All Staff**

- **Care for Health and Safety:** Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- **Regulatory Adherence:** Ensure compliance with health and safety regulations, rules, and procedures by all staff, students, and visitors.
- **Work Practices:** Follow all instructions and training when carrying out work.
- **Report Hazards:** Inform supervisory staff of any dangerous situations so appropriate action can be taken.
- **Housekeeping:** Maintain high standards of cleanliness and report equipment or facility defects to the Site Manager
- **Policy Familiarity:** Familiarise themselves with the Health, Safety, and Welfare Policy and ensure safe use of machinery and equipment, including protective clothing when necessary.
- **Safe Use of Materials:** Use, store, and label hazardous, flammable, or toxic substances correctly.
- **Engagement:** Take an active interest in health, safety, and welfare matters and suggest improvements where appropriate.

### **Student Responsibilities**

- **Personal Responsibility:** Take personal responsibility for their own health and safety and that of others.
- **Appropriate Attire:** Dress in a manner that meets safety and hygiene standards, including wearing the correct uniform.
- **Follow Instructions:** Adhere to all safety instructions given by staff.
- **Observe Rules:** Follow the health, safety, and welfare rules of their provision.
- **Respect Equipment:** Do not misuse or tamper with equipment provided for the safety of the premises and its users.

## **Legal Framework**

This policy complies with relevant statutory legislation and regulations, including but not limited to the following:

### **Health and Safety at Work Act 1974**

- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Education Act 1996
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Disability Discrimination Act 1995
- Workplace (Health, Safety, and Welfare) Regulations 1992
- Work at Height Regulations 2005
- Occupiers' Liability Act 1957 and 1984
- Construction (Design and Management) Regulations 2007 (CDM)
- Social Security (Claims and Payments) Regulation 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Limitation Act 198
- Health and Safety (First Aid) Regulations 1981
- Children and Families Act 2014
- Personal Protective Equipment at Work Regulations 1992 and 2002
- Food Safety Act 1990
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002 (CoSHH)
- Control of Asbestos Regulations 2012
- Gas Appliances (Safety) Regulations 1995
- Gas Safety (Installation and Use) Regulations 1998
- Pressure Equipment Regulations 1999 (PER)
- Pressure Systems Safety Regulations 2000 (PSSR)
- Manual Handling Operations Regulations 1992 (MHOR)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Supply of Machinery (Safety) Regulations 2008
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Control of Vibration at Work Regulations 2005
- Ionising Radiation Regulations 2017 (IRR17)

- Control of Noise at Work Regulations 2005
- Road Traffic Act 1988
- Transport Act 1985
- Motor Vehicles (Driving Licences) Regulations 1996
- 18th Edition IET Wiring Regulations – Requirements for Electrical Installations

This policy also aligns with national guidance, including but not limited to:

**Health and Safety Executive (HSE) Approved Code of Practice (ACoP)**

- HSE HSG65 framework
- DfE (2014) ‘Health and safety: advice on legal duties and powers’
- DfE (2015) ‘Health and safety for school children’
- DfE (2016) ‘Keeping children safe in education’
- DfE (2017) ‘Safe storage and disposal of hazardous materials and chemicals’
- DfE (2022) ‘Emergency planning and response for education, childcare, and children’s social care settings’
- HSE (2014) ‘Sensible health and safety management in schools’
- ESFA (2017) ‘Managing asbestos in your school’

## Arrangements

The arrangements outlined in this policy reflect Onside Education's strong commitment to safeguarding the health, safety, and wellbeing of all individuals. These provisions describe the specific systems, processes, and procedures in place to fulfil the objectives of this policy.

The framework for implementing these arrangements will follow the Health and Safety Executive's (HSE) Safety Management System (HSG65), which is based on the Plan-Do-Check-Act approach. This structured method ensures that health and safety goals are consistently achieved and maintained.



To guarantee the effective implementation of this policy, all systems, processes, and procedures will be guided by the following five key principles:

1. Mutual accountability.
2. A sensible, risk-based approach.
3. Efficient, proactive, and practical health and safety solutions.
4. Standardisation and consistency.
5. Active and visible leadership.

Representatives of Employee Safety (RoES), Recognized Trade Union Safety Representatives, and Health and Safety Committee

Health and safety within Onside Education is a collective responsibility, involving everyone across all departments and levels of accountability. The Health and Safety Representatives, along with the Health and Safety Committee, play a key role in creating a safe and healthy work environment. Engaging in open communication—through discussions, listening, and collaboration—helps foster a positive health and safety culture. By consulting with employees, we demonstrate a commitment to their wellbeing, which can reduce accidents, near-misses, and liability claims, while also boosting morale, productivity, and quality.

Health and Safety Representatives make a significant impact by understanding the concerns of the workforce and assisting in consultation processes. Their collaboration helps manage workplace risks, spot hazards, ensure practical controls, and enhance employees' commitment to safe work practices. These representatives also play a proactive role in identifying, advising on, and addressing potential risks before incidents occur.

**Under the Health and Safety at Work Act 1974, the following provisions apply:**

- Section 2(4): Employers must consult Health and Safety Representatives on matters affecting the health and safety of employees.
- Section 2(7): Employers are required to establish a Health and Safety Committee when requested by a Health and Safety Representative.

**Additional regulations provide further detail:**

- The Safety Representatives and Safety Committees Regulations 1977: Recognised Trade Union Health and Safety Representatives can be appointed, and employers must establish a Health and Safety Committee within three months of a request by two or more representatives.
- The Health and Safety (Consultation with Employees) Regulations 1996: Employers must not only inform but also consult non-union employees or their elected Representative of Employee Safety (RoES).

Onside Education fully acknowledges its legal obligations to consult both employees and their appointed representatives on all matters related to health, safety, and

wellbeing at work. The benefits of establishing a Health and Safety Committee are numerous, including:

- Serving as a liaison between management and employees.
- Raising awareness of health, safety, and wellbeing in the workplace.
- Integrating health and safety priorities into overall organisational objectives.
- Pooling knowledge and expertise to address workplace issues.
- Improving communication, fostering mutual understanding, and promoting teamwork.
- Boosting employee motivation and morale by offering a platform for expressing concerns.
- Supporting education and training throughout the organisation.

**Onside Education Health and Safety Committee will:**

- Function as a platform for constructive discussion and decision-making, not just an information-sharing session.
- Regularly consider topics such as accident and illness statistics, incident investigations, audits, risk assessments, training, and workplace changes that may affect health, safety, and welfare.
- Meet at least once per academic term, starting in the 2024–25 academic year.
- Be chaired by the Onside Education exec team.
- Include representatives from provisions, central teams, the appointed RoES, and where appropriate, recognised Trade Union Health and Safety Representatives from organisations such as NASWT, NUT, NEU, Voice, GMB, and Unison.

## Site Security

Similar to safety, site security is a shared responsibility, and everyone plays a crucial role in ensuring the successful implementation and monitoring of their site's security plan or procedures. Unauthorised access to the provision is strictly forbidden and permission must be obtained before entering the premises.

Key site security concerns include:

- Intruders
- Personal safety on the premises, including protection against violent, abusive, or insulting behaviour or language
- Burglary
- Arson
- Vandalism
- Disruptions to activities

Onside Education may seek an anti-social behaviour order from the local authority or police in response to ongoing violent, abusive, or insulting behaviour or language from individuals or groups.

The Executive team holds ultimate responsibility for the security of Onside Education premises and must ensure appropriate arrangements are in place. These include:

- Completing a Site Security Risk Assessment
- Developing, implementing, and maintaining a comprehensive and effective Site Security Plan/Procedure which should address:
  - External Environment: Perimeter fencing and gates, access control, vehicle security/parking, landscaping/defensible planting, signage, security lighting, and CCTV
  - Building Shell: Securing the building itself
  - Internal Security: reception location, access control, and safeguarding vulnerable offices/rooms

The responsibility for developing and implementing a robust Site Security Plan/Procedure for each provision falls to the Onside Education Executive team and the

Provision/Programme Lead. Ongoing maintenance of the site-specific security plan is the local responsibility of the Provision/Programme lead and leadership team in collaboration with the Site Team or Estate Manager.

Effective site security management focuses on being proactive rather than reactive, with a strong emphasis on prevention over detection.

### **CCTV (Closed Circuit Television)**

Some of the facilities that Onside Education operate in will have Closed Circuit Television (CCTV) which may feature both fixed and movable cameras with some capable of recording sound.

#### **Purpose of CCTV Usage**

Onside Education uses CCTV to:

- Safeguard students, staff, and visitors.
- Ensure the security of Onside Education facilities.
- Deter anti-social or illegal activities.
- Assist law enforcement in identifying individuals if an offense occurs.

#### **Camera Placement**

CCTV cameras will be positioned to serve their intended purpose and will be placed in prominent locations visible to staff, students, and visitors. The location of cameras will be jointly decided by the relevant Regional Site Manager and the Onside Education executive team.

- Cameras will be strategically positioned to avoid recording areas not meant for surveillance.
- No cameras will be installed in places where individuals have a reasonable expectation of privacy, such as changing rooms or restrooms.
- The system is designed for optimal efficiency but may not capture every incident, and blind spots may exist.
- CCTV will not target individuals unless responding to an immediate incident, and it will not focus on private vehicles or property outside the provision's perimeter.

Signage will be clearly displayed in all areas where CCTV operates, informing people that they are being recorded via still or video footage.

### **Privacy Impact Assessment**

Before installing any new CCTV cameras or systems, Onside Education will conduct a review to ensure compliance with relevant laws and guidance, including:

- General Data Protection Regulation (GDPR)
- Data Protection Act 2018

Onside Education will adopt a privacy-first approach, installing cameras only as necessary and avoiding the collection of excessive personal data.

### **Management and Access**

CCTV systems, where installed, will be operated by authorised staff at each site, as approved by Programme/Provision Lead or Director of Operations and Estates.

- Only staff with delegated authority can view live or recorded CCTV footage, which must be done in a secure area. Only authorised individuals relevant to the footage should be present during viewings.
- No one outside of authorised personnel may access CCTV footage unless outlined by the policy and procedure for image disclosure.
- Unauthorised access, viewing, or disclosure of images by any staff member could lead to disciplinary action.
- CCTV systems will be inspected each academic term to ensure proper operation.

In Onside Education provisions managed through Private Finance Initiatives (PFI), Facilities Management (FM) providers, if they own the CCTV system, will be responsible for its management and must adhere to all statutory obligations. Access to these systems will be restricted, and recorded data can only be viewed with the FM provider's consent.

### **Storage and Retention of Image**

Images captured by CCTV will only be retained for as long as necessary for their original purpose. Measures will be in place to prevent unauthorized access or accidental disclosure of recorded images. All stored data will be kept securely, either in a restricted area or via password-protected systems.

If footage is related to an incident, it will be securely stored until the matter is resolved, after which it will be permanently deleted unless there is a lawful reason to retain it.

### **Disclosure of Images to Data Subjects**

Under GDPR, individuals have the right to request access to personal data, including CCTV footage. To locate specific footage, any request must include details such as the date, time, and location of the recording, along with identifying information if needed. Requests for CCTV footage should be directed to the Director, with approval required from the Onside Education Data Protection Officer (DPO).

### **Disclosure of Images to Third Parties**

Onside Education will only disclose CCTV footage to third parties in accordance with Data Protection legislation. Disclosure will require DPO approval and the completion of a "CCTV Disclosure Record," which includes details such as:

- Purpose and outcome of the search.
- Date and time of the incident and review.
- Staff members involved in the review.
- Other relevant information.

Recorded data will not be disclosed to third parties without a legal basis. It is permissible to share images with law enforcement to aid in the prevention or detection of crime. Onside Education reserves the right to deny access to footage if it compromises the legal rights of others or affects an ongoing investigation. If a third party, such as a parent, requests footage on behalf of a student, Onside Education will follow Subject Access Guidance, ensuring that third-party images are blurred where appropriate.

CCTV footage may be used as part of a Onside Education disciplinary or complaint processes, with confidentiality maintained throughout these proceedings.

## **Critical Incident Management Plan**

A critical incident is defined as any unexpected event that causes trauma within a school community, disrupts normal operations and may attract significant public and media attention. Examples of critical incidents include:

- Bomb threats or alerts
- Significant building damage
- Abduction or disappearance of a student
- Fatality or serious injury as defined by RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations)
- Serious assault or sexual assault
- Armed attacks or hostage situations

Onside Education has developed a general Critical Incident Management Plan to outline the roles and responsibilities of the Critical Incident Management Team and to ensure an effective response. The aims of this plan are to:

- Initiate swift, appropriate action upon awareness of a critical incident
- Coordinate all remedial actions effectively
- Manage communication and response
- Offer sensitive support to those affected
- Maintain normal routines as much as possible

Relevant legislation outlines employer duties in serious, imminent danger situations, including:

- The Management of Health and Safety at Work Regulations 1999: Requires establishing procedures for events posing serious risks to health and safety.
- The Regulatory Reform (Fire Safety) Order 2005: Mandates safety drills and nominating competent persons to ensure safe evacuations.
- Disability Discrimination Act 1995: Prohibits discrimination based on disability and requires reasonable adjustments for safe access and exit for disabled persons.

Each Onside Education Leadership Team, with support from the Executive Team, is responsible for creating a site-specific Critical Incident Management Plan. These plans must include emergency evacuation and site lockdown procedures that meet legislative requirements. Plans will also consider individualised emergency plans (PEEPs) for those with impairments, including the use of refuge points and evacuation chairs.

The Provisions Senior Leadership Teams, in coordination with Onside Education directors, are responsible for implementing these plans, conducting at least one emergency evacuation drill per term, and ensuring the process is monitored, logged, and reviewed regularly.

### **Provision and Work Environment**

Onside Education is committed to ensuring the health, safety, and well-being of its employees and students, fulfilling its legal responsibilities under Section 2 of the Health and Safety at Work Act. The 1992 Workplace (Health, Safety and Welfare) Regulations further define these duties, covering various health, safety, and welfare measures to protect everyone on site.

Each provision's Senior Leadership Team and Onside Education directors are responsible for implementing safety and welfare management systems in their respective areas. When facilities are shared with third-party organizations (e.g., contract caterers or public leisure centers), the Onside Education directors ensure these parties comply with standards related to recruitment, safeguarding, health and safety, and emergency procedures. Staff, students, contractors, and visitors are encouraged to report any conditions or practices that may pose safety risks.

- Ventilation: Proper ventilation is essential in enclosed workplaces, with air quality standards ensuring that any stale, hot, or humid air from equipment is adequately replaced. Mechanical ventilation is provided where windows are not available, and air intake is filtered to avoid impurities.
- Temperature: Internal rooms must maintain comfortable temperatures, with guidelines suggesting a minimum of 16°C (13°C for physically intensive work). For excessively high temperatures, Onside Education assesses and implements measures to keep the environment comfortable. Temporary heating or cooling systems are available when standard temperatures are not achievable.
- Lighting: Workspaces are designed to have suitable and adequate lighting, ideally using natural light when possible. Where artificial lighting is necessary,

emergency backup lighting is provided to safeguard occupants during power outages.

- No Smoking Policy: Smoking and vaping are prohibited on all Onside Education sites and in accordance with the Onside Educations Smoke-Free Policy.

### **Safety Measures**

- Maintenance: All workplaces, equipment, devices, and systems are kept in good working order and repaired promptly if found defective. Maintenance systems are in place for key equipment, including ventilation, heating, and emergency lighting.
- Cleanliness and Order: Good housekeeping practices are essential to maintaining a safe environment, preventing clutter that could lead to trips, falls, or fire risks.
- Workstations: Suitable workstations are provided for all staff and students, including seating and outdoor protection when necessary. Computer and display screen setups are risk-assessed to meet Health and Safety (Display Screen Equipment) Regulations.
- Traffic Route: Floors and routes used by pedestrians and vehicles are maintained for safe, unobstructed movement. Appropriate handrails and guards are installed where necessary, and designated crossing points are clearly marked.
- Fall Prevention: Measures are implemented to prevent falls or injury from falling objects. This includes assessing risk areas and, where necessary, using physical barriers or access restrictions to ensure safety.
- Windows and Transparent Surfaces: Glass surfaces are made of safe materials and clearly marked. Windows, skylights, and ventilators are installed and maintained for easy and safe operation.
- Doors and Gates: All doors and gates have safety features and emergency overrides for safe passage. Powered doors include safety devices to prevent trapping injuries, and swipe-access doors have manual overrides in emergencies.

### **Welfare Facilities**

- Sanitary Facilities: Clean, ventilated, and well-lit sanitary facilities are provided for all, with separate conveniences for men, women, and individuals with disabilities.
- Washing Facilities: Accessible washing facilities, including showers, are available near restrooms and changing rooms, equipped with hot and cold water,

soap, and towels. Separate facilities for men, women, and individuals with disabilities are provided where appropriate.

- **Drinking Water:** Clean drinking water is readily accessible, marked with clear signage. Drinking cups or other suitable vessels are supplied unless water is dispensed from a safe, direct jet.
- **Changing Rooms:** Designated changing facilities are available for individuals needing to wear special clothing for their work or curriculum needs, with separate spaces for men, women, and individuals with disabilities.
- **Rest Areas:** Suitable rest areas are provided for health reasons, especially for pregnant women and nursing mothers. Facilities for eating include provisions for hot drinks and, where hot food is not available nearby, heating options are also provided.

### **Inclement Weather Policy**

Inclement weather refers to severe conditions—such as snow, ice, rain, or strong winds—that can make travel by foot or by vehicle hazardous. During such weather, Onside Education’s provisions and premises may need to consider closing to ensure the safety of students and staff. Although closing the provision is a difficult decision given our commitment to education, the health and safety of our community are our highest priorities. Provision closures, including early dismissals, will be considered only in extreme circumstances. If a temporary closure occurs, parents and appropriate schools will be informed about any remote learning arrangements.

Onside Education recognises that many staff members commute significant distances to work and may encounter disruptions such as road closures or accidents. This could impact the number of staff available for safe student supervision. Staff are encouraged to communicate with their line managers to discuss attendance options.

### **Assessment Criteria for Weather-Related Closure**

Each Onside Education provision should have a clearly documented procedure for closure during severe weather, which must include:

- **Roles and Responsibilities:** Defined roles for decision-making and communication.
- **Severity Assessment:** Factors to consider include:

- Weather advisories from The Met Office, Police, recognised motoring organisations, and insurance guidelines.
- Travel conditions and risks, including traffic disruptions and accidents.
- On-site hazards that cannot be reasonably mitigated.
- Adequate and safe student supervision.
- Maintaining reasonable indoor temperatures.
- Availability of clean drinking water.
- Functional restroom facilities.

### **Attendance and Staffing During Inclement Weather**

- Attendance: If the provision remains open but weather prevents attendance, parents must notify the provision of the absence. Absences will be marked as unauthorised if the Head/Programme lead determines the student could have safely attended; if the provision is officially closed, absences will be authorised.
- Minimum Staffing Requirements: In cases of reduced staffing, classes may be combined under available teachers and support staff, with a maximum of 12 students per class.

### **Communication Protocol**

In the event of a provision closure due to severe weather, the provision will:

- Notify parents and staff via text message or the provision's primary communication system, requesting parents to arrange for student collection.
- Post closure information on the Onside Education website.
- Contact the corresponding schools that students are on roll with

### **Inclement Weather Emergency Protocols**

In emergencies related to severe weather, the provision will activate its planned emergency procedures per the Critical Incident Policy. This includes:

- Access to parent contact details.
- Out-of-hours staff contact information.
- Defined roles for staff members with emergency responsibilities.

The decision to close a provision will be made in consultation between the CEO, Director for Education, and the Head/Programme Lead. Each provision's Senior

Leadership Team (SLT) is responsible for implementing closure procedures, with support from the Directors.

### **Health and Safety Training**

The Onside Education values the significant benefits of health and safety training in promoting a secure and informed workplace. This training equips individuals with awareness of potential hazards and necessary precautions, reducing workplace accidents, illness, and legal risks. It also fosters better emergency preparedness, ensures compliance with safety regulations, and builds a culture of safety across the organisation.

Health and safety training programs are regularly reviewed and updated as necessary, including after incidents, in response to new laws, changes in risk assessments, or new processes on provision sites.

### **Types of Health and Safety Training**

#### **1. Induction Training**

- New Onside Education employees review the Health, Safety, and Welfare policy upon joining. A Health and Safety Policy Statement and a directive to review the full policy are included in the staff welcome pack provided before employment begins.
- During the first week, line managers introduce new staff to site- and team-specific safety procedures, including accident reporting, emergency procedures, and locations of essential facilities.

#### **2. Job-Specific Training**

- This training ensures employees can perform their roles safely. Delivered on the job, it covers:
  - Accident investigation
  - Manual handling
  - Display Screen Equipment (DSE)
  - Control of Substances Hazardous to Health (CoSHH)
  - Risk Assessments and Safe System of Work (RAMS)
  - Job-specific tasks are assessed to identify where safe working practices are needed in addition to risk assessments.

### 3. Specialist Training

- For activities not tied to a specific role, such as First Aid, Fire Marshal duties, or statutory inspections, specialist training is provided by certified external organisations, with participants receiving certificates upon completion.
- Upon completing job-specific training, line managers log training records centrally, which are added to each employee's Health and Safety Training Matrix.

### Monitoring and Measuring Health and Safety Performance

- Onside Education utilises both proactive and reactive methods to monitor health and safety performance, recognising that multiple indicators are needed to provide an accurate measure of safety standards.
- Proactive Monitoring: Conducting routine checks and inspections to confirm that standards and policies are effectively implemented and that controls are working.
- Reactive Monitoring: Analysing past incidents to identify areas for improvement and prevent future occurrences.

Onside Education uses various methods to track and enhance health and safety performance, including:

1 - Internal Audit: Held annually to assess the entire Health and Safety Management System, including fire risk and safety audits.

### 2. Termly Safety Inspections

- Site managers, assisted by Regional Site Managers, carry out physical inspections of workplace safety (e.g., equipment, premises), with findings reported to the Estates Manager and Onside Education Directors. Inspections are also part of equipment maintenance and may be legally mandated for items like boilers and lifting equipment.

### 3. Safety Hazard Spotting Tours

- Senior Leadership Teams conduct these tours to ensure staff understand safety requirements. Each provision sets its own schedule for these tours, with oversight from

the Health & Safety Manager, who collaborates with key personnel on schedule development and implementation.

#### 4. Key Performance Indicators (KPIs)

- KPIs, both leading and lagging, measure various aspects of health and safety across all Onside Education provisions. They help prioritise resources, improve safety culture, and achieve Onside Education's strategic safety objectives:

- Leading Indicators: Include completion rates of health and safety training, safety committee participation, mental health training uptake, and rates of near-miss reporting and corrective actions.

- Lagging Indicators: Track the number of accidents, RIDDOR-reportable incidents, and workdays lost.

#### **Data Collection and Reporting**

Senior Leadership Teams at all Onside Education staff ensure that systems are in place to log, monitor, and report safety data. The Health & Safety Manager compiles and quality-assures this data from all provisions and central teams, providing termly reports to the Executive Team.