



**NATIONAL ONLINE SCHOOL**

# HEALTH AND SAFETY POLICY

Approved by TCES Operational Board on behalf of Thomas Keaney, CEO and Schools' Proprietor

**Date of next formal review, November 2024**

This policy applies to TCES National Online School

## Contents

1.	<b>Statement of Intent</b>	<b>3</b>
2.	<b>Roles and Responsibilities</b>	<b>3</b>
2.1	Introduction	3
2.2	The Operational Board	3
2.3	Head Teachers	4
2.4	Business Managers	4
2.5	Staff Holding Posts/Positions of Special Responsibility	5
2.6	All Teaching staff	5
2.7	All staff	6
2.8	Contractors and visitors	6
2.9	Students	7
3.	<b>Arrangements</b>	<b>7</b>
3.1	Introduction	7
3.2	Accident and Incident Reporting	7
3.3	Asbestos	7
3.4	Contractors	8
3.5	Curriculum Safety (including off-site learning activities)	8
3.6	Display Screen Equipment	8
3.7	Electrical Safety	8
3.8	Fire Precautions and Emergency Procedures	9
3.9	First Aid	9
3.10	Hazardous Substances	9
3.11	Inclusion	9
3.12	Lone Working	10
3.13	Maintenance and Inspection of Equipment	10
3.14	Manual Handling and Lifting	10
3.15	Risk Assessments	10
3.16	Security	11

3.17	Site Maintenance .....		
	11	3.18	Smoking
			11
3.19	Training and Development .....		
	11		
3.20	Stress and Wellbeing.....		
	11		
3.21	National Online School .....		13
3.22	Cyber Essentials Plus .....		
	13		
3.23	Visitors to Central Services .....		
	13		
3.24	Working at Height – Central Services .....		
	14		
3.25	Harassment, Violence and Aggression .....		
	14		
3.26	New and Expectant Mothers .....		
	14		
3.27	Supervision	of	Students
	Online.....		
			14
3.28	Water Hygiene Management (Control of Legionnaire Disease).....		14
3.29	Conclusions .....		
	15		
	Further Guidance and Resources .....		16

## 1. Statement of Intent

TCES National Online School and Central Services recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of our schools.

We are committed to:

- a. Providing a safe and healthy working and learning environment at Central Services, at home and online.
- b. Preventing accidents and work-related ill-health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum.
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum work activities.
- e. Ensuring safe working methods and providing safe work equipment both at Central Services and online.
- f. Providing adequate information, instruction, training, and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout Central Services and online.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The policy applies to all relevant TCES National Online School activities, and Central Services and is written in compliance with all current UK health and safety legislation.

## 2. Roles and Responsibilities

### 2.1 Introduction

2.1.1. To achieve compliance with the Statement of Intent, the management team will have additional responsibilities assigned to them as detailed in this part of the policy.

### 2.2 The Operational Board

2.2.1. The Operational Board is responsible for ensuring that:

- a) The health and safety policy statement is clear, and it promotes a positive attitude towards safety and health for all staff and students.
- b) Head Teachers are aware of their health and safety responsibilities and have sufficient experience, knowledge, and training to perform the tasks required.
- c) Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.

- e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

## 2.3 Head Teachers

2.3.1. To be accountable to the Operational Board for the effective implementation of this policy.

2.3.2. Ensure the policy's objectives are fully met by:

- a) Plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) Providing final authority on matters concerning health and safety at work.
- c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.
- d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Senior Management Team.

## 2.4 Business Managers

2.4.1. Business Managers, working in conjunction with the appointed Health and Safety Consultants, AJG (Gallaghers), will advise Head Teachers on health and safety policy. Acting for and on behalf of Head Teachers, they have the responsibility for implementing and monitoring the policy.

2.4.2. BMs achieve this by ensuring that:

- a) This policy is communicated and made available to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors to Central Services.
- c) Appropriate consultation arrangements are in place for staff in Central Services and The National Online School.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge, and training to undertake them.
- f) Risk assessments of the premises at Central Services and working practices at The National Online School are undertaken.
- g) Safe systems of work are in place as identified from risk assessments relating to premises at Central Services and risk assessments from online staff.
- h) Emergency procedures are in place.
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.

- j) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance, ensuring compliance with the Schedule to the Education (Independent School Standards) Regulations 2014.
- l) Accidents are investigated, and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Operational Board on the health and safety performance of the school is completed and reviewed termly, as part of the Head of National Online School report.

## **2.5 Staff Holding Posts/Positions of Special Responsibility**

2.5.1. This includes the Senior Leadership Team, Fire Marshalls, First Aiders, and the administrative staff. They must:

- a) Apply the school's Health and Safety Policy to their department or area of responsibility and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements in their areas of responsibility.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to Head Teacher/BM.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety, and welfare problems that members of staff refer to them and refer to Head Teacher/BM any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections where required.
- f) Ensure the provision of sufficient information, instruction, training, and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety.
- g) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.

## **2.6 All Teaching staff**

2.6.1. Class teachers are responsible for:

- a) Exercise adequate supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to supervise/support their parent/carer to carry them out.
- b) Follow the health and safety procedures applicable to their area of work. Risk assessments for Lone Workers, self assessments and DSE assessments to be completed by The National Online School teaching staff.
- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary either before, during or after lessons online.

- d) Make recommendations to their Head Teacher or PM on health and safety equipment and on additions or necessary improvements to tools, or equipment.
- e) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with Big Picture Curriculum requirements for safety education.
- f) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises at Central Services.
- g) Central Services staff to regularly check their areas for potential hazards and report to the Provision Manager/Office Manager.
- h) Report all accidents, defects, and dangerous occurrences to the Provision Manager/Office Manager.

## **2.7 All staff**

### **2.7.1 All employees must:**

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and other persons in Central Services or The National Online School.
- b) Observe all instructions on health and safety issued by the Operational Board, or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Follow the guidance given in Health and Safety training received.
- d) Report all accidents and near misses as per the reporting procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness at Central Services and at home for The National Online School staff.
- j) Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

## **2.8. Contractors and visitors**

2.8.1 All visitors (including contractors) must report to reception at Central Services and sign in on arrival.

2.8.2 Visitors and contractors must report any injuries to their host as soon as possible.

2.8.3 All contractors who work on the premises at Central Services are required to identify and control any risk arising from their activities and inform Head Teacher and Provision Manager/Office Manager of any risks that may affect the premises, staff, students, and visitors.

2.8.4 All contractors must be aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.

2.8.5 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, Head Teacher/PM/Office Manager or their representative will take such actions as are necessary to protect the safety of staff, students, and visitors.

## **2.9 Students**

2.9.1 Students, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others whilst online learning.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the National Online School and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **3. Arrangements**

### **3.1 Introduction**

3.1.1 The following procedures and arrangements have been established within TCES National Online School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

3.1.2 The list provides a summary of all the key Health and Safety arrangements applicable to the TCES National Online School and Central Services. More detailed policies and written procedures for a number of these areas are available in the Health and Safety folders in the administration office and on share point under policies.

### **3.2 Accident and Incident Reporting**

3.2.1 All staff are required to ensure that all accidents are reported to Head Teacher (or designated responsible person) who will ensure that the accident is investigated and reported to the Operational Board and the Health and Safety Executive as appropriate.

3.2.2 All incidents or near misses – i.e., something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated, and appropriate steps are taken to prevent a more serious reoccurrence.

### **3.3 Asbestos**

3.3.1 The Office Manager/Company Business Manager is responsible for ensuring that the school's Asbestos Log is read and signed by all contractors before starting any work on the premises at Central Services.



3.3.2 Staff must not affix anything to walls, ceilings etc. without first obtaining approval from Head Teacher/BM/Office Manager.

3.3.3 Staff must report any damage to asbestos materials immediately to the Office Manager.

3.3.4 Where damage to asbestos material has occurred the area must be evacuated and secured. Head Teacher/Office Manager will immediately notify the Schools' Proprietor by telephone.

### **3.4 Contractors**

3.4.1 The Office Manager/Company Business Manager is responsible for the selection and management of contractors in accordance with the school's health and safety and financial policies.

### **3.5 Curriculum Safety**

3.5.1 All class teachers are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.

3.5.2 The risk assessments must be made known to all teaching and support staff and reviewed regularly.

### **3.6 Display Screen Equipment**

3.6.1 The Head Teacher/SLT is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. SelfAssessments will be completed on the working environment at home by Teachers at The National Online School.

3.6.2 Regular laptop users will be provided with docking stations.

3.6.3 Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### **3.7 Electrical Safety**

3.7.1 The Office Manager/Company Business Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay at the premises at Central Services.

3.7.2 The Provision Manager/Business Manager/Office Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

3.7.3 All staff must be familiar with procedures and report any problems to the PM/Office Manager. Staff must not bring electrical equipment into any National Online School premises without the permission of Head Teacher/Schools' Proprietor.

### **3.8 Fire Precautions and Emergency Procedures**

3.8.1 Head Teacher/BM/Office Manager/CBM is responsible for ensuring:

a) That a Fire Risk Assessment is completed and reviewed annually.

b) The fire emergency plan and evacuation procedures are regularly reviewed.

- c) All staff complete Fire Safety Awareness training at Central Services and staff of The National Online School.
- d) A Fire drill is completed at least once per term at Central Services.

3.8.2 The Provision Manager/Office Manager are responsible for:

- a) The maintenance and inspection of fire safety systems and reporting significant findings to the Head Teacher.
- b) Fire equipment extinguishers and fire blankets only to be moved in the event of a fire. If used or damaged inform the PM/Office Manager.
- c) The maintenance of exit/escape routes and signage.
- d) Supervision of contractors undertaking hot work.

3.8.3 All staff must be familiar with the school Fire Risk Assessment, the emergency evacuation plan, and the Fire Safety policy for Central Services.

### **3.9 First Aid**

3.9.1 The names of the qualified First Aiders are displayed at entrance and exit points at Central Services.

3.9.2 First Aid supplies are kept in the kitchen and in reception and it is the responsibility of the Provision Manager/Office Manager and First Aiders to ensure that stocks of supplies are kept up to date.

3.9.3 All staff must be familiar with the arrangements for First Aid provision and the First Aid Policy.

### **3.10 Hazardous Substances relating to Central Services**

3.10.1 The Provision Manager/Office Manager are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

3.10.2 Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

### **3.11 Inclusion**

3.11.1 The Head Teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety, and welfare of any student with SEND.

- 3.11.2 All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs, including well-being whilst being educated online
- 3.11.3 The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEND. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.

### **3.12 Lone Working**

- 3.12.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- 3.12.2 Contractors and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices/homes after regular hours or during holiday times.
- 3.12.3 Any member of staff working after hours must notify Head Teacher and Provision Manager/Office Manager of their location and intended time of departure.
- 3.12.4 Lone workers should not undertake any activities which present a significant risk of injury.
- 3.12.5 All Lone workers are to complete a lone working risk assessment, DSE assessment and a selfassessment. **3.13 Maintenance and Inspection of Equipment**

- 3.13.1 The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Provision Manager/Office Manager.
- 3.13.2 Where Heads of Department hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.
- 3.13.3 All faulty equipment must be taken out of use and reported to the Provision Manager/Office Manager. Staff must not attempt to repair the equipment themselves.

### **3.14 Manual Handling and Lifting**

- 3.14.1 Head Teacher/Office Manager will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.

### **3.15 Risk Assessments**

- 3.15.1 It is the Head Teacher's responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks for online teaching and learning.
- 3.15.2 The Head Teacher is responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area.

### **3.16 Security**

- 3.16.1 The Provision Manager is responsible for the security of the sites and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings, and external lighting.
- 3.16.2 Staff must query any visitor on the premises at Central Services who is not wearing a visitor badge.

3.16.3 If an intruder comes on site staff should seek assistance/call 999.

3.16.4 Incidents of verbal abuse or threatening behaviour by parents, visitors, or students, including online, must be reported immediately to Head Teacher/PM/Office Manager, and the requirements set on section 3.27 should be followed.

### **3.17 Site Maintenance Central Services**

3.17.1 The Provision Manager/Office Manager are responsible for ensuring the safe maintenance of the premises and grounds and for ensuring cleaning standards are maintained.

3.17.2 All staff are responsible for reporting any damage or unsafe condition to the Provision Manager/Office Manager immediately.

### **3.18 Smoking**

3.18.1 It is illegal to smoke anywhere within the premises.

3.18.2 Signage to indicate that smoking is not permitted is displayed in conspicuous areas.

### **3.19 Training and Development**

3.19.1 The Head Teacher is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training required by Central Services Staff or The National Online School staff.

3.19.2 All new staff will receive specific information and training as part of their induction process.

3.19.3 All staff will receive two yearly Health and Safety and annual Fire Safety awareness training.

3.19.4 Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction, and training to enable them to carry out these duties.

3.19.5 Health and safety will be a regular agenda item for staff meetings and during training week in each new academic year.

### **3.20 Stress and Wellbeing**

3.20.1 The governors and the Head Teacher are responsible for taking steps to reduce the risk of stress in the TCES National Online School by taking measures to ensure colleagues are supported through:

- a) An environment in which there is good communication, support, trust, and mutual respect.
- b) The provision of training to enable them to carry out their jobs competently.
- c) Control to plan their work and seek advice as required.
- d) Involvement in any significant changes.
- e) Clearly defined roles and responsibilities.
- f) Consideration of domestic or personal difficulties.

- g) Individual support, mentoring and referral to outside agencies where appropriate.
- h) Healthshield is a supportive service to our staff covering costs of appointments and promotes wellbeing. There is also the option of gym membership with additional benefits to be claimed by staff.

### **3.21 Health & Safety – Specific to The National Online School**

- 3.21.1 The Online School positively promotes health and safety to enable success of the school.
- 3.21.2 To eliminate discomfort and risk of injury staff and students follow best practice when learning and teaching online in daily lessons. Students are given guidance on how to set up their work area effectively and complete visual daily checks on equipment and their work area at the start of their lessons. The six-week planning has a weekly visual equipment safety check that is registered.
- 3.21.3 Students and staff wellbeing is paramount, physical and mental wellbeing is part of the curriculum and incorporated in 'Time to Train, staff training, wellbeing days, online assemblies, and mindfulness exercises.

### **3.22 Cyber Essentials Plus: A Commitment to Secure Learning**

- 3.22.1 TCES has obtained certification from Cyber Essentials Plus, as dedication to cybersecurity within the educational sector. This elevated standard extends beyond basic defenses, involving a comprehensive technical assessment conducted by independent experts. Our systems are rigorously evaluated and demonstrate resilience against common cyber threats. Our certification promotes our robust digital defenses offering peace of mind to our students, staff, parents, and carers.
- 3.22.2 Managed chrome books at TCES integrates top-tier security with our educational technology framework. These devices, managed through a cloud-based platform, are optimised for the rapid adoption of the latest educational software and updates. The advanced security features, including automatic system updates, ensure a protected learning environment.
- 3.22.3 Our commitment to creating a safe digital learning space is reinforced by the implementation of Netsweeper web filtering and monitoring technologies. Netsweeper is key to enforcing internet safety. Netsweeper capabilities help us to maintain protected, regulatory compliance online for our students. Our collaboration with Internet Watch Foundation (IWF) through Netsweeper underscores our proactive measures in online safety.
- 3.22.4 Building on our secure digital foundation, Teams for Education elevates our education offering by enabling dynamic and collaborative learning experiences. This platform integrates with our suite of tools, streamlining workflows for communication, content delivery and classroom organization. It supports an inclusive educational model by facilitating virtual learning spaces and interactive engagement, ensuring every student has the opportunity to thrive in our learning community.

### **3.23 Visitors to Central Services**

- 3.23.1 All visitors must sign in and out at the allocated signing in and out point. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times whilst on the premises.
- 3.23.2 Visitors will be made aware of the emergency procedures and other safety information relevant to them, including Safeguarding information.

3.23.3 Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g., asbestos, fragile roofs.

### **3.24 Working at Height at Central Services**

3.24.1 The Business Manager/Office Manager are also responsible for completing risk assessments for all working at height tasks on the premises.

3.24.2 Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.

### **3.25 Harassment, Violence and Aggression**

3.25.1 Violence, threatening behaviour, or abuse to staff will not be tolerated so all members of the National Online School community, and all visitors can be confident that they are operating within a safe environment.

3.25.2 Policies, procedures, and risk assessments will consider the hazard of workplace harassment, aggression and violence from students and others to staff.

3.25.3 Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed.

3.25.4 Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence, and stress from working in fear of violence or assault.

3.25.5 Individual student risk assessments will be completed for every student. Regular reviews to monitor the effectiveness of the control measures are completed.

3.25.6 The design of the National Online School premises will take into consideration the risks of violence, aggression, and harassment.

3.25.7 Staff are provided with information, instruction, and training to deal with difficult situations that they may encounter during their normal work activities.

3.25.8 Incidents of harassment, aggression or violence are reported, recorded, and investigated in accordance with the Accident Reporting procedure and Behaviour Management policy.

3.25.9 If a member of staff is subject of workplace harassment, aggression or violence, the National Online School and Central Services will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

3.25.10

To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence, and aggression.

### **3.26 New and Expectant Mothers**

3.26.1 Staff that are a new or expectant mother should notify their line manager as soon as practicable.

The TCES National Online School

Page 14 of 16

Whistleblowing Policy – v1 - DOC046

Last Reviewed: September 2023

- 3.26.2 The Head Teacher/PM/Office Manager are responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks.
- 3.26.2 The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. A specific risk assessment should be carried out for the new/expectant mother.
- 3.26.3 The school should consider these risks when completing the risk assessment:
- a) Working with hazardous substances.
  - b) Stressful environments.
  - c) Movement around the Central Services site (including stairs and distances)
  - d) Doing duties that involve physical effort which might be too arduous.
  - e) Standing for long periods.
  - f) Manual Handling.
  - g) Working in a confined working space.
  - h) Using an unsuitable workstation.
  - i) Infectious diseases.
  - j) The provision of appropriate sanitary and rest facilities.
  - k) The risk of violence.

### **3.27 Supervision of students Online**

- 3.27.1 Staff will actively promote sensible, safe behaviour to students.
- 3.27.2 Dangerous or risky behaviour displayed by students will be addressed and dealt with in the school rules.
- 3.27.3 Students will only be allowed into or stay in online lessons under adult supervision.

### **3.28 Water hygiene management (control of Legionnaire' disease)**

- 3.28.1 The Head Teacher/PM/Office Manager will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria.
- 3.28.2 The school will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.
- 3.28.3 Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective.
- 3.28.4 The PM/Office Manager will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

### **3.29 Conclusions**

- 3.29.1 This Health and Safety policy reflects the National Online school's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

3.29.2 This Policy is supported by other associated policies that explain how the school manages specific issues. There are some areas within Health and Safety which do not apply to our remote learning service, these include:

- a) Educational Visits Policy
- b) Administration of Medication Policy
- c) Visitors
- d) COSHH

## Further Guidance

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The Health and Safety lead in the school will keep under review to ensure links are current.

- HSE  
<https://www.hse.gov.uk/>
- HSE - Sensible health and safety management in schools  
<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>
- Department for Education - Health and safety: responsibilities and duties for schools  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilitiesand-duties-for-schools>
- National Education Union (NEU) – Health and Safety Advice <https://neu.org.uk/health-and-safetyadvice>

## Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety in Schools and Colleges  
<https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managingsafetyschools-colleges.pdf>