



Health & Safety Policy

Statutory

Reviewed: March 2026

Next Review Date: March 2027

Role Responsible: Services Manager

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1. Statement of Intent

Odyssey Educational Trust recognises and accepts its responsibility as an employer to provide a safe and healthy working and learning environment for all employees, pupils, visitors, contractors and members of the public who may be affected by Trust activities.

The Trust is committed to complying with all relevant health and safety legislation including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Manual Handling Operations Regulations 1992
- Working at Height Regulations 2005
- Display Screen Equipment Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Construction (Design and Management) Regulations 2015

The Trust will ensure, so far as is reasonably practicable:

- the health, safety and welfare of employees
- the safety of pupils and visitors
- safe premises and equipment
- safe systems of work
- adequate training, instruction and supervision
- consultation with employees on health and safety matters

The Trust Board will review this policy annually and whenever significant organisational or legislative changes occur.

Signed: _____

Chief Executive Officer

Date: _____

2. Organisation

2.1 The Employer

The employer is the Board of Trustees of Odyssey Educational Trust.

The Board retains overall responsibility for health and safety across the Trust and will ensure appropriate systems, procedures and resources are in place to maintain safe operations.

2.2 Responsibilities of the Board of Trustees

The Board will:

- Ensure compliance with health and safety legislation
- Approve and review the Health and Safety Policy annually
- Allocate sufficient resources for health and safety management
- Monitor health and safety performance through reports
- Ensure effective leadership and governance of health and safety

Health and safety will be a standing agenda item at Board meetings.

2.3 Responsibilities of the Chief Executive Officer

The Chief Executive Officer has overall responsibility for the implementation of this policy.

Responsibilities include:

- Ensuring effective health and safety management systems
 - Ensuring risk assessments are undertaken and reviewed
 - Ensuring staff receive appropriate health and safety training
 - Monitoring accident and incident reporting
 - Ensuring emergency procedures are implemented and tested
 - Reporting health and safety matters to the Board
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2.4 Responsibilities of Heads of School

Heads of School are responsible for the day-to-day implementation of this policy within their school.

They will ensure:

- risk assessments are completed and reviewed
- staff are trained and competent

- safe systems of work are implemented
 - accidents and incidents are reported
 - safety inspections are undertaken
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2.5 Services Manager

The Services Manager will coordinate operational health and safety arrangements including:

- staff health and safety induction
 - management of contractors
 - maintenance of premises and equipment
 - fire safety systems and drills
 - health and safety record keeping
 - monitoring statutory inspections
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2.6 All Employees

All employees have a legal duty to:

- take reasonable care for their own health and safety
 - take care of others affected by their work
 - follow safe working procedures
 - cooperate with their employer on safety matters
 - report hazards, accidents and near misses
-

3. Arrangements

3.1 Risk Assessment

The Trust will undertake suitable and sufficient risk assessments for all activities and premises.

Risk assessments will:

- identify hazards
 - evaluate risks
 - implement control measures
 - be reviewed annually or when circumstances change
-

3.2 Accident Reporting and Investigation

All accidents, incidents and near misses must be reported and recorded.

The Trust will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

3.3 Fire Safety

The Trust will comply with the Regulatory Reform (Fire Safety) Order 2005.

Arrangements include:

- fire risk assessments
 - fire detection and alarm systems
 - fire drills
 - staff training
 - emergency evacuation procedures
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3.4 First Aid

Adequate first aid provision will be provided in accordance with the Health and Safety (First Aid) Regulations 1981.

Separate First Aid procedures are maintained by the Trust.

3.5 Contractors and Visitors

Contractors working on Trust premises must comply with all relevant health and safety legislation.

Construction work will comply with the Construction (Design and Management) Regulations 2015.

Visitors must follow school safety procedures at all times.

3.6 Control of Substances Hazardous to Health (COSHH)

The Trust will ensure hazardous substances are:

- risk assessed
- correctly stored
- labelled
- used safely

COSHH assessments will be maintained where required.

3.7 Manual Handling

Manual handling risks will be assessed and controlled in accordance with the Manual Handling Operations Regulations 1992.

3.8 Display Screen Equipment (DSE)

The Trust will ensure that staff who regularly use display screen equipment receive:

- workstation risk assessments
- information and training
- eye tests where required

This includes staff working remotely or from home.

3.9 Lone Working

Where staff are required to work alone, suitable risk assessments and control measures will be implemented to ensure their safety.

3.10 Stress and Wellbeing

The Trust recognises that work-related stress can affect health and safety. Risks relating to stress will be managed in accordance with HSE guidance.

3.11 Educational Visits

Educational visits will be planned and undertaken in accordance with national guidance and Trust procedures.

3.12 Emergency Planning

The Trust will maintain emergency and business continuity plans to ensure effective response to major incidents.

3.13 Asbestos Management

The Trust recognises its duty to manage asbestos under the Control of Asbestos Regulations 2012.

The Trust will ensure:

- an up-to-date asbestos register is maintained for all buildings
- asbestos surveys are available and accessible to contractors
- staff likely to disturb building fabric receive appropriate information
- asbestos is managed in accordance with professional advice

Contractors must review asbestos information before undertaking work.

3.14 Water Hygiene (Legionella Control)

The Trust will manage risks from Legionella bacteria in accordance with the Health and Safety Executive Approved Code of Practice (L8).

Arrangements include:

- regular water temperature monitoring
- flushing regimes for infrequently used outlets
- maintenance and inspection of water systems
- risk assessments carried out by competent persons

Records of monitoring and maintenance will be maintained by the Site Team.

3.15 Site Security

The Trust will maintain secure premises to protect staff, pupils and visitors.

Measures include:

- controlled access to buildings
- visitor signing-in procedures
- safeguarding and supervision of pupils
- secure storage of hazardous materials

Staff must challenge unknown visitors and follow safeguarding procedures.

3.16 Lettings and Community Use

Where Trust premises are hired by external organisations, the hirer is responsible for the safe conduct of their activities.

The Trust will ensure that:

- hirers receive relevant health and safety information
- emergency procedures are communicated

- safeguarding and security arrangements are maintained
- risk assessments are undertaken where necessary

All lettings must comply with the Trust Lettings Policy.

4. Health and Safety Procedures

4.1 Training

The Trust will ensure that staff receive appropriate health and safety training including:

- induction training
- fire safety training
- n- safeguarding awareness
- role-specific safety training

Training records will be maintained.

4.2 Inspections and Audits

The Trust will undertake regular health and safety inspections of premises and activities.

Inspections may include:

- premises inspections
- equipment inspections
- fire safety checks
- water hygiene monitoring

Findings will be recorded and corrective actions implemented.

4.3 Monitoring and Reporting

Health and safety performance will be monitored through:

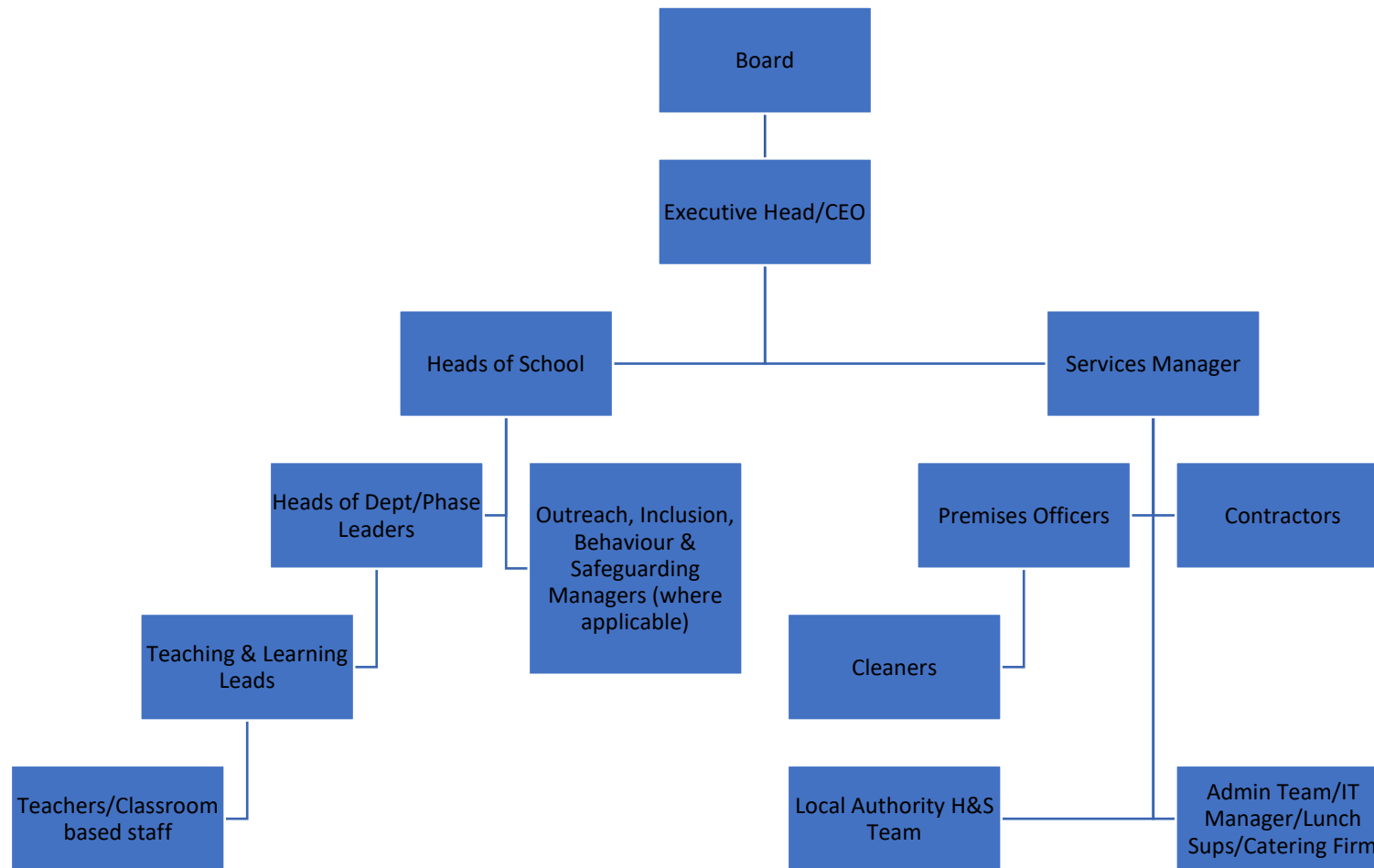
- accident statistics
- risk assessment reviews
- inspection reports
- health and safety audits

Reports will be provided to the Board of Trustees.

5. Appendices

- Appendix A - Staff organisational chart
- Appendix B - Eyes and eyesight testing information
- Appendix C - DSE guidelines

Appendix A



Appendix B

EYES AND EYESIGHT TESTING INFORMATION

The law says employers must arrange an eye test for display screen equipment (DSE) users if they ask for one, and provide glasses if an employee needs them only for DSE use.

DSE work does not cause permanent damage to eyes, but long spells of DSE work can lead to:

- tired eyes
- discomfort
- temporary short-sightedness
- headaches

DSE work is visually demanding, so it can make someone aware of eyesight problems they have not noticed before (including changes in eyesight that happen with age).

Employees can help their eyes by:

- checking the screen is well positioned and properly adjusted
- making sure lighting conditions are suitable
- taking regular breaks from screen work

Employers must assess DSE workstations and take steps to reduce any health risks; we do this by asking you to complete a DSE self-assessment. (If you have not completed one in the last year please speak to the Services Manager)

Eye tests for DSE users: An employer must provide an eyesight test for a DSE user if they request one. The employer must also pay for the test. This should be a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination.

Glasses for DSE work: Employers only have to pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, employers do not have to pay for glasses.

To request an eye test repayment please complete the section below with just your name, date and optician's and send it to the Services Manager, once approved please book your eye test at an optician of your choice (***Please ensure you obtain a VAT receipt from your Opticians and submit to Finance for the repayment.***)

Appendix B

REQUEST FOR AN EYE TEST REPAYMENT

Name	
Date of request	
Opticians	
Approved by	
Date	
<i>Finance use only</i>	
Cost	
Date of repayment	

Appendix C - DSE Guidelines

1. This guidance has been produced in order to explain the procedure and criteria used to ensure that good practice is followed. The use of computer equipment is covered by the Health and Safety (Display Screen Equipment) Regulations 1992, but there are other regulations regarding workstations, notably the Workplace Health Safety and Welfare Regulations which outline general requirements. If there is a difference in the Regulations, then the more specific regulations will apply and any information in this guidance will take this into account.
2. It is important to realise that best practice in this guidance and the regulations are intended to prevent injury to staff and not to conform to specific requirements for equipment.
3. It is important that all users are identified as such by their managers and records of their DSE assessments are maintained.

Definitions

- **Workstation:** An assembly of computer equipment with or without keyboard or other input device or software, any optional accessories to the equipment or other item peripheral to the computer equipment, **and the immediate work environment**. Includes remote / hybrid working, home workstation assessments, and hot-desking.
- **User:** Under the DSE Regulations, a “user” is someone who uses display screen equipment **daily** for **continuous periods of an hour or more** as part of their normal work. So not all staff (e.g. someone who occasionally checks email) need full DSE user status.
- **Repetitive Strain Injury (RSI):** is a term covering all kinds of work-related injury to the muscles, nerves and tendons of the upper limbs. It includes Carpal Tunnel Syndrome, Bursitis, Tendonitis, Tenosynovitis, Frozen Shoulder and Epicondylitis. RSI is a painful and disabling condition, which needs immediate medical attention. Recovery can be a long and uncertain process.

Risk Assessment

- The general risk assessment process will identify those who use DSE equipment as part of their normal work. It is important that these users are identified and recorded by their manager. This will enable records of information, instruction and training to be maintained. When looking at the working environment, besides looking at the layout of the Display Screen Equipment (DSE) consider the rest of the work station and the way in which work is done. This can also have a profound effect on the body and general health.
- Following on from the general guidelines a specific DSE assessment should be carried out. The majority of staff will be users, and this applies regardless of where they work, whether in school or at home and what type of contract of employment they have.

- **It is vitally important that the user of the workstation is involved in the assessment process and informed of any actions that are necessary in order to ensure their health and safety.**
- After the assessment has been completed any actions required must be implemented and target dates for actions agreed, and the person responsible for taking the actions.
- The control measures introduced through the risk assessment process must be monitored by the manager in consultation with the user to ensure that they are actually used and do reduce the risks involved.
- The assessment will be reviewed annually, or when there is a change in the work activity, e.g. the amount of keyboard work or a change in the equipment or software used. If there is a change in the health of the user, or the workstation is moved another assessment will be carried out.

Information and Instruction

Information can be regarded as the provision of knowledge about the hazards and risks involved, **instruction** is being told what to do in order to work safely and can be applied during the risk assessment process.

Monitoring of Users

The most important aspect of any training is that it has the effect of improving the trainees' efficiency, e.g. the way they work safely, and the continued achievement of the objectives of the training. Monitoring of staff who have been trained is vitally important, and can be achieved by, the monitoring of the correct work practices by supervisors and managers, workplace inspections, or as part of an audit. Monitoring should identify if any further action is required, e.g. retraining or changes to the course.

Workstation requirements

The requirement is to ensure that staff are free from risks to their health and safety from the workstation. The workstation must allow adequate space for equipment and the user, considering safe movement, posture, and furniture. Proper ventilation is important, and the area around the PC and monitor should be kept clear of obstruction, to allow a free flow of circulating air. This will help to keep the temperature and humidity at reasonable levels.

The Screen

- For touch typists the correct height for the screen is with the top of the monitor level with or slightly below the eyes of the user, when they are sat correctly.
- For non-touch typists the screen should be lower.
- The monitor should also swivel and tilt to enable adjustments to suit the individual to be carried out.
- The screen image should be stable and free from any flicker when viewed from directly in front.

- Display screens should have contrast and brightness controls capable of adjusting the light level for ambient lighting conditions.

Lighting and Daylight

- Wherever possible lighting should be by natural light. Positioning of equipment is an important factor in the reduction of glare.
- Wherever possible display screens should be positioned at right angles to windows and other light sources, such as strip lighting.
- If possible, windows should have blinds, or curtains fitted which restrict light into the room.
- Glare can also be reduced on screens by keeping them clean, as dust and grease can seriously effect legibility.
- Any surface that might cause reflections on the screen should be of a matt finish. This includes, desk tops, wall surfaces, cupboards and any other equipment that may reflect light.
- Natural light is unquestionably the best form of lighting, supplemented by artificial lighting as required. Unfortunately, it is impossible to achieve ideal lighting conditions for display work, as the level of illumination needed for using a display screen is lower than needed to read documents. Any supplementary lighting, such as desk lights should not adversely affect nearby workstations.
- No source of light should be in the visual field of the user, nor should there be direct light on the screen. Natural light conditions will vary during the day, and according to season, and should be taken into consideration. Lighting conditions perfectly adequate at midday in high summer may be totally inadequate at 5.00 p.m. in winter.

Keyboard

- The keyboard should be separate from the display screen in order to achieve a more flexible arrangement of screen and keyboard.
- Most keyboards have small adjustable feet towards the back that can be pulled out of the underside to adjust the height and angle of the keyboard which should be adjusted for the individual's preference.
- There should be sufficient space in front of the keyboard to allow the hands to rest when not keying. A wrist rest may be of use.
- All lettering should be clearly visible.

Mouse

- The mouse should fit the hand of the user and be located in a position that enables it to be used without discomfort and particularly overreaching or twisting of the arm or wrist.
- If there is more intensive use of the mouse than the keyboard, consider placing the mouse in line with the shoulder of the arm using it.
- The mouse should be lightly gripped and allow the user easy and accurate operation.

Work Chair

- The chair seat should be adjustable for height.
- The backrest should be adjustable for height and angle
- It should be of a swivel design and have five castors for stability.
- Armrests are optional and largely a matter of personal preference but where they are used they should be adjustable.
- The chair must be adjustable so that the user can obtain a suitable and comfortable position.

Workspace

- The desk should be large enough to hold all necessary equipment.
- Where desks are positioned in an L shape it is important to consider whether the person is left or right handed. It is generally considered better for the return desk to be on the preferred hand. The screen should be positioned on the main desk, rather than the return desk. The screen should never be positioned in the angle between the desks as there is insufficient space for the hand or wrist to rest.
- Care must be taken to ensure that tasks can be undertaken without twisting.
- The workstation must be placed so that it is easy to access and has sufficient space to ensure that all tasks can be undertaken safely.
- If transcription work is carried out, a document holder may be necessary to prevent excessive movement of the neck and shoulders. The document holder must be stable and positioned in the same angle and distance as the screen. Depending on how the workstation is used it may need the document holder positioning directly in front of the user.
- With the user seated correctly, if their feet are not in contact with the ground, then a footrest must be provided.
- The layout of the workstation is important and space utilisation may become a problem. The workstation must be large enough to enable all tasks to be carried out safely. If a large amount of paperwork is carried out it may be possible to position the screen offset to one side

Laptop Computers

- HSE's updated guidance treats portable DSE as covered if it is in "prolonged use." Even laptops used often need assessment and mitigation.
- A normal sized keyboard and a mouse should be used whenever possible.
- A manual handling assessment may be required due to the weight of the equipment and how it is moved from location to location.

Workstation Environment

- The temperature of the working environment needs to be comfortable with sufficient ventilation to ensure the wellbeing of the user without draughts.

- Electronic equipment is a source of dry heat and humidity levels should be high enough to ensure a healthy environment. 50% humidity will reduce the possibility of electro – static problems.
- Noise from equipment should be at a level which does not impair concentration or prevent normal conversation.
- No trailing cables should be left where staff can trip over them. This can be done by positioning the workstation in order to avoid trailing cables, if this is not possible then cables should be run through conduits or otherwise protected.

Posture

- There is no one correct posture which should be maintained. As a starting point;
- *the back should be supported, although care should be taken to ensure that the backrest does not actually cause an unnatural bend to the spine.*
- *The chair height should be adjusted so that the wrists are straight and the forearm parallel with the ground with the elbows bent at right angles with the fingers in line with the centre of the keyboard.*
- *The feet should touch the floor with the knees at right angles or a footrest needs to be supplied.*

Work Planning

- Concentrating on any single task continually will lead to fatigue, aches and pains and loss of efficiency and accuracy. Ensure that work is planned to allow for productive work away from the screen or adequate rest breaks. These should;
- *occur before the onset of fatigue*
- *be short and frequent breaks as these are better than longer ones at less frequent intervals.*
- *Users of Laptops will require more frequent breaks.*
- It is important that employees are consulted on any changes may be required to working practices.

Eyesight testing and spectacles

- Eye muscles that hold the focus on paperwork, or DSE can tire, other muscles can tire from adapting eyes to changing light or glare, or from shifting focus between reference sources and the screen. A document holder, level with and in the same plane as the screen, helps prevent frequent changes of focal length and minimises up and down head movements.
- Minor problems which allow reading and driving without glasses, may require correction for regular DSE work and can lead to eye strain. All DSE users, apart from temporary staff, are entitled to a free eyesight test and, if required corrective spectacles. Details of the procedure are available in the H&S Policy.

- Wearing corrective glasses is generally not a problem, however, bifocals or reading glasses may not be suitable as they may prevent a clear view of the screen. You may also find that staff have to tilt their heads back to see clearly, which could cause neck discomfort.
- Contact lenses are less suitable because concentrating on a screen causes staff to blink less frequently, which in turn may cause the eyes to feel dry, or if they are prone to 'greasing' you may be more aware of the problem. Simple blinking exercises and increased lens care may help. If symptoms persist, they should consult your optician.

Health Issues

- If staff report that their hands hurt or tingle when they are using a keyboard, or mouse or they get pain in their elbow, wrist or shoulder or other health problem that may be associated with the use of DSE – refer them to the Occupational Health.
- If you have any concerns about ill health or injuries that may be caused by the working environment refer the member of staff, except temporary staff, to Occupational Health.
- Although radiation is not considered to be a risk, some new or expectant mothers may have concerns about the possible dangers.
- Pregnant workers should be assessed individually; the aim is to reduce risk (e.g. adjust workstation, allow rest breaks)