

**Health and Safety Policy**

January 2024

Contents

[1 Health and safety statement of intent 4](#_Toc159933391)

[2 Responsibilities 4](#_Toc159933392)

[2.1 Chief Executive Officer’s responsibilities 4](#_Toc159933393)

[2.2 All staff responsibilities 4](#_Toc159933394)

[2.3 Client responsibilities 5](#_Toc159933395)

[2.4 Partner school (venue) and supplier responsibilities 5](#_Toc159933396)

[2.4.1 Venues 5](#_Toc159933397)

[2.4.2 Other suppliers 5](#_Toc159933401)

[2.5 Consultation 5](#_Toc159933404)

[3 Specific health and safety arrangements 5](#_Toc159933405)

[3.1 Assessing and managing risks 5](#_Toc159933406)

[3.2 Training 6](#_Toc159933407)

[3.3 Accident/Near miss recording and reporting 6](#_Toc159933408)

[3.4 Working from home 6](#_Toc159933409)

[3.4.1 Display screen equipment (DSE) 6](#_Toc159933410)

[3.4.2 Workplace stress 7](#_Toc159933411)

[3.5 Lone working 7](#_Toc159933412)

[3.6 Work-related violence 8](#_Toc159933413)

[3.7 Pregnant employees 8](#_Toc159933414)

[3.8 Manual handling 8](#_Toc159933415)

[3.8.1 Staff responsibilities 8](#_Toc159933416)

[3.8.2 Management responsibilities 8](#_Toc159933417)

[3.8.3 Risk assessment and training 9](#_Toc159933418)

[3.9 Infection control 9](#_Toc159933419)

[3.10 Excursions, activities and transfers 9](#_Toc159933420)

[3.11 Fire safety 9](#_Toc159933421)

[3.12 Slips, trips and falls 9](#_Toc159933422)

[3.13 Working at height 10](#_Toc159933423)

[3.14 First aid 10](#_Toc159933424)

[3.15 Site security 10](#_Toc159933425)

[4 Policy review and monitoring 10](#_Toc159933426)

[APPENDIX 1: ACCIDENT/INCIDENT REPORT FORM 11](#_Toc159933427)

[APPENDIX 2: DISPLAY SCREEN EQUIPMENT (DSE) – A brief guide 12](#_Toc159933428)

# 1 Health and safety statement of intent

Dusemond Study Programmes Ltd (DSP) will endeavour to create and develop an environment in which there is an awareness of the importance of health and safety and which encourages everyone to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

Dusemond is committed, far as it is reasonably practicable, to establishing and implementing arrangements that will:

* Create a positive health and safety culture which supports risk control at all levels.
* Provide a safe and healthy working environment that considers arrangements for those with special needs/medical needs.
* Prevent accidents and work-related ill health.
* Meet our legal responsibilities and obligations under health and safety legislation as a minimum.
* Ensure there is adequate information, instruction, training and supervision to avoid hazards.
* Ensure the competence of all staff, contractors and others who may be required to undertake activities at or on behalf of Dusemond.
* Ensure safe working methods and provide safe work equipment.
* Provide adequate welfare and first aid arrangements and facilities across all its operations.
* Ensure that emergency hazard and evacuation plans are in place and that risk assessments including a fire risk assessment are prepared, circulated, actioned and reviewed to meet the changing needs of existing legislation and the company’s own needs.
* Encourage full and effective two-way consultation on health and safety matters.
* Systematically identify and control risk as an effective approach to injury, ill health and loss prevention.
* Ensure adequate resources are made available for the implementation and monitoring of the health and safety policy.

# 2 Responsibilities

# 2.1 **Chief Executive Officer’s responsibilities**

The Chief Executive Officer (CEO) of Dusemond has ultimate responsibility for ensuring suitable health and safety arrangements are in place across Dusemond operations.

# 2.2 **All staff responsibilities**

All members of staff must take reasonable care of their own health and safety and that of others who may be affected by their actions. Staff are also responsible for:

* Co-operating to help the Dusemond comply with health and safety legislation.
* Following any instructions/safety rules or complete health and safety training that they are asked to complete.
* Only carrying out activities which they are competent to undertake.
* Adhering to training and instructions received.
* Conforming to any safe systems of work that may be developed including wearing and using personal protective equipment and safety devices that are provided for their protection.
* Reporting all accidents, incidents and damage to their line manager.
* Reporting any work situations that present a serious or imminent risk.
* Reporting any other failings they identify in health and safety arrangements.
* Reporting an accident, near miss, fire, ill health and/or incident promptly.

# **2.3 Client responsibilities**

Students and group leaders are required to adhere to all instructions received from Dusemond staff.

Group leaders, agents, students and parents should inform Dusemond of any medical conditions that might affect a student’s ability to participate in any activity safely.

# 2.4 Partner school (venue) and supplier responsibilities

# **2.4.1 Venues**

Venues are required to:

* Brief Dusemond on procedures for emergency medical treatment, fire and emergency situations and evacuation, including providing fire drills
* Take all reasonable steps to provide a safe venue for the students and staff of DSP and ensure that venue staff of present at the venue during a Dusemond programme take all reasonable steps to ensure the safety of DSP students and staff

# **2.4.2 Other suppliers**

All other suppliers are required to meet the required health and safety standards applicable to their industry or sector. DSP will take all reasonable to steps to verify its suppliers comply with the relevant health and safety standards.

Where appropriate, suppliers will have in place its own safeguarding and child protection policy and procedures in place, including carrying out the appropriate safeguarding checks on its staff.

# **2.5 Consultation**

Dusemond employees may contact the Chief Executive Officer at any time to discuss Health and Safety matters. In any event, Dusemond consults annually with staff to:

* Address the company’s overall health and safety policy and related policies.
* Discuss matters concerning health and safety.
* Monitor the effectiveness of health and safety procedures.
* Review accidents/near miss trends and discuss preventative measures.

This policy will be monitored to ensure to ensure it remains effective. It will be regularly reviewed and revised as circumstances may require and, in any event, at intervals of no more than 12 months.

# **3 Specific health and safety arrangements**

# 3.1 **Assessing and managing risks**

The management of Health and Safety at Work Regulations requires Dusemond to assess risks and put in place proportionate control measures. Dusemond will assess all reasonably foreseeable risks. These will recorded in the risk assessments.

Risk assessments will consider:

* Hazard - something with the potential to cause harm
* The people that may be harmed
* Severity of risk
* Likelihood of the hazard causing harm
* Overall risk rating (after control measures have been applied) – severity multiplied by likelihood
* Control measures - physical measures and procedures to mitigate the risk
* Requirement for further control measures

Risk assessments will be reviewed:

* When there are changes to the activity
* After a near miss or accident
* When there are changes to the type of people involved in the activity
* When there are changes in good practice
* When there are legislative changes
* Annually if for no other reason

# **3.2 Training**

The provision of appropriate health and safety information, instruction and training is essential to working safely and without risks to health.

Dusemond will provide staff with:

* General health and safety training.
* Relevant training/instruction when changing jobs/taking on extra responsibilities with new health and safety implications.
* Refresher training on health and safety, as appropriate.

# **3.3 Accident/Near miss recording and reporting**

Dusemond has a legal responsibility to ensure that all accidents occurring at work (including when working from home) or to students and staff involved in Dusemond programmes, are recorded.

Any accident/incident leading to injury will be recorded on the downloadable Accident/Injury report form (See Appendix 1). Near misses will similarly be recorded. The form will record the investigation, findings and recommendations to avoid reoccurrence. The Managing Director is responsible for ensuring any actions following investigation are completed.

# **3.4 Working from home**

Dusemond’s management, operations and administrative teams are, in the main, home-based remote workers. Employers have the same responsibilities for its staff whether they work from home or at a workplace.

If you work from your home address you are responsible for assessing the personal implications of home working. Specifically, you are advised to discuss any implications with your mortgage provider or landlord and house insurer. You are also responsible for any Dusemond property in your possession.

The risks associated with working from home are low but Dusemond recognises that its staff should be supported in the use of display screen equipment (DSE) and stress and mental health. Guidance is therefore provided for homeworkers on the use of DSE and how to manage workplace stress.

# **3.4.1 Display screen equipment (DSE)**

Dusemond meets its obligation to comply with the Health and Safety (DSE) Regulations 1992 by:

* Consulting with staff who regularly use DSE as a significant part of their daily work (for continuous periods of an hour or more) by not only giving them information and training, but also listening to them and taking account of what they say before making health and safety decisions.
* Assessing the risks associated with using DSE equipment and any special needs/medical needs of individual staff. The assessment will include posture, seating, training, the display screen and monitor, the keyboard and workstation, the environment, cleaning and ancillary equipment, activity levels, homeworking, use of laptops and telephones. Any required remedial actions will be taken to reduce all hazards to the lowest reasonably practicable level. (See Appendix 2).
* Making sure controls are in place (e.g. well-designed workstations, breaking up long spells of DSE work to prevent fatigue and postural problems). Specialist equipment may be provided as required.
* Providing eye and eyesight tests on request, and special spectacles if needed.
* Reviewing the assessment when the user or DSE changes.

# **3.4.2 Workplace stress**

Dusemond recognises its legal duty to protect its employees from stress. It manages stress at work by conducting a specific stress risk assessment and providing control measures for the 6 main causes of stress at work:

* **Demands** – staff are not able to cope with the demands of their jobs
* **Control** – staff are unable to control the way they do their work
* **Support** – staff feel they do not receive enough support
* **Relationships** – staff have trouble with their relationships at work, or feel they are being bullied
* **Role** – staff don’t fully understand their role and responsibilities
* **Change** – staff do not full engaged when a business is undergoing change

How stress manifests itself is complex and people are affected differently. Signs of stress include:

* Individuals taking more time off
* Increased sickness absence
* Decreased performance
* More complaints and grievances
* Higher staff turnover
* Loss of motivation and/or confidence
* Changes in mood and/or behaviour
* Increased emotional reactions – aggression and being upset

# **3.5 Lone working**

The Health and Safety Executive (HSE) defines lone working as those who work by themselves without close or direct supervision.

Lone working is undertaken by a range of Dusemond employees, including:

* Home workers
* Staff travelling overseas on Dusemond business
* Activity leaders accompanying groups on excursions or during activities
* Centre staff – managers, teachers, activity leaders who might be working during the evening

By virtue of the limited frequency and opportunity for lone working (save for working from home – see above) and the nature of the tasks carried out when working alone (which are not categorised as high risk), the risks presented by lone working at Dusemond are low.

From time to time Dusemond staff may visit clients or suppliers on their own. The details of such meetings (where, when and who) will be available in shared calendars or otherwise shared with colleagues, and there will be regular contact between the employee and a manager/colleague.

# **3.6 Work-related violence**

Any form of violence against staff is unacceptable and may affect their psychological as well as their physical and mental health. Violence to staff will not be tolerated in any circumstances and any proven case would represent gross misconduct. Any violence towards Dusemond staff from clients or the public should be reported to the Managing Director.

# **3.7 Pregnant employees**

Pregnant employees, new mothers and employees who are breast feeding must receive an individual risk assessment once they have informed the employer.

# **3.8 Manual handling**

Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, lowering, pushing, pulling, moving or carrying a load.

In Dusemond’s setting there are a range of manual handling operations including but not limited to:

* Lifting and moving office equipment and stationery
* Carrying and lifting books
* Setting up of computers, printers and photocopiers
* Lifting and carrying sports equipment
* Lifting and carrying suitcases
* Rearranging classroom and office furniture
* Packing and unpacking boxes of offices when setting up centres
* Replacing water in watercoolers

In the UK there are no set limits for ‘safe’ loads as there are many factors, of which weight is only one, that contributes towards risk. If manual handling is required, a member of staff should only lift what they are comfortable with.

# 3.8.1 Staff responsibilities

Staff have a responsibility for:

* Taking reasonable care for their own health and safety and the safety of others who might be affected by their activities
* Informing their line manager of any concerns that might reasonably be considered to affect their ability to undertake manual handling operations safely, e.g. pregnancy, a history of back, knee or hip trouble, hernia etc
* Never attempting to manually lift loads which they consider to be too heavy, unwieldy, bulky, unpredictable, unstable or intrinsically harmful to be lifted safely
* Informing their line managers of any broken or faulty equipment
* Reporting any accident, incident, injury or near-miss immediately to their line manager

# 3.8.2 Management responsibilities

Dusemond management has a responsibility to ensure that:

* Any hazardous manual handling operations are avoided, so far as is reasonably practicable
* Where such handling operations cannot be avoided, that suitable and sufficient risk assessments are undertaken and control measures implemented to adequately reduce the level of risk, so far as is reasonably practicable
* Suitable manual handling training is provided for staff members for whom manual handling operations form a significant part of their role. Additionally, adequate supervision, instruction and information regarding manual handling operations should be provided to such staff members
* Staff are considered to be suitably fit to undertake manual handling operations, so far as can be reasonably determined
* Appropriate time is allocated so that manual handling operations can be undertaken safely
* Staff members are aware of, and follow the control measures in place with regard to any manual handling operations within their respective areas, as outlined in relevant risk assessments
* Risk assessments are reviewed annually, or if circumstances change. For example, if an injury is sustained during a manual handling operation
* Any incidents/accidents relating to manual handling operations are thoroughly investigated, reported through the correct channels and any remedial actions implemented in a timely manner. A record should be kept of any such incidents and changes to risk assessments etc

# 3.8.3 Risk assessment and training

Dusemond has carried out a risk assessment of its manual handling operations and considers that operations fall within the HSE guidelines for manual handling operations and no further detailed assessment is required.

Staff are provided with manual handling guidelines as part of their induction.

# **3.9 Infection control**

Dusemond will actively work with clients and suppliers to ensure the appropriate guidance and precautions are followed with regard to infectious diseases, including COVID-19.

Where personal protective equipment is required this will be provided free of charge.

# 3.10 Excursions, activities and transfers

Excursions, activities and transfers make up a significant part of Dusemond’s study programmes and have been risk assessed. The excursions and activities that comprise the activity programme do not carry a high risk of injury to either staff or students; however, when planning transfers, excursions or activities staff must review the risk assessment giving due consideration to the composition of the group and the prevailing circumstances in order to establish whether or not further control measures are required.

Where there is no existing, appropriate risk assessment for an activity or excursion, this must be completed.

# 3.11 Fire safety

All staff must be familiar with the fire policies and evacuation procedures in their centres. It is each partner school’s responsibility to make sure this information is made available and for the management team to ensure that it is effectively communicated to all staff, students and group leaders.

If any member of staff is concerned that they do not have adequate information, they should speak to the Centre Director or the Director of Operations.

# 3.12 Slips, trips and falls

Slips, trips and falls are among the most common causes of injury at work and routinely included within risk assessments.

Staff should maintain good housekeeping in centres to reduce the risk and similarly report any spillages, broken flooring or obstacles/obstructions.

# 3.13 Working at height

'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

It is unlikely that the any working from height will be required at a Dusemond centre but it cannot be discounted and may occur when setting up an activity.

Before any work at height is undertaken, the following must be considered:

* Working at height is avoided where it is reasonably practicable to do so
* Where working at height cannot be avoided, the right type of work equipment must be provided and the partner school consulted in order to obtain the equipment
* Where the risk of a fall cannot be eliminated, an alternative activity should be planned

# 3.14 First aid

Dusemond will, as far as is reasonably practicable, ensure that first aid arrangements will be managed in compliance with the Health and Safety (First Aid) Regulations 1981. These first aid arrangements provide for training and re-training of first aiders, provision of first aid equipment and facilities and for the recording of first aid given. Arrangements will be such that first aid may be offered to employees, pupils, visitors, contractors, and others who may be affected by Dusemond’s activities.

# 3.15 Site security

The layouts of the partner schools makes it difficult to avoid a degree of access by the public. Staff, students and group leaders are asked to remain vigilant to security threats. Suspect persons or packages should be reported immediately to the school’s security team or a member of the Dusemond management team. In the meantime, if the threat is serious the alarm should be raised. Staff, students and group leaders must ensure their identification badge and lanyard are always visible.

# **4 Policy review and monitoring**

Dusemond monitors and reviews this policy (and any related policies) at least annually. As part of this monitoring, Dusemond will always investigate health and safety incidents to ensure that:

* Appropriate corrective actions are taken
* Learning is shared as appropriate
* Necessary improvements are put in place

Changes to policies and procedures will be made as necessary ensuring the effectiveness of the company’s procedures and its response.

# APPENDIX 1: ACCIDENT/INCIDENT REPORT FORM

|  |
| --- |
| **DUSEMOND ACCIDENT & INCIDENT REPORT FORM** ***To be completed and sent to the Director as soon as possible after the event*** |
| Date of accident/incident |  |
| Location of accident/incident |  |
| Time of accident/incident |  |
| Name of person(s) involved and/or injuredIndicate if Dusemond employee, client, supplier, general public or other (please specify) |  |
| Contact details of person(s) involved and/or injured | Name | Phone |
| Email |
| Address |
| Describe incident/accident (what happened, what caused the accident/incident, what were the nature of the injuries) |  |
| Which emergency services were called if any? |  |
| Was any medical treatment required and/or give? Please give details of what treatment was given and by whom |  |
| How could this accident/incident be avoided in the future? |  |

# APPENDIX 2: DISPLAY SCREEN EQUIPMENT (DSE) – A brief guide

**What is DSE?**

DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

**What are the health risks with DSE?**

Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors.

***1 Getting comfortable***

The following may help users:

■ Forearms should be approximately horizontal and the user’s eyes should be the same height as the top of the screen.

■ Make sure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.

■ Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.

■ Adjust curtains or blinds to prevent intrusive light.

■ Make sure there is space under the desk to move legs.

■ Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.

The following video gives advice on how to maintain good posture.



***2 Well-designed workstations***

*Keyboards and keying in (typing)*

■ A space in front of the keyboard can help you rest your hands and wrists when not keying.

■ Try to keep wrists straight when keying.

■ Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.

*Using a mouse*

■ Position the mouse within easy reach, so it can be used with a straight wrist.

■ Sit upright and close to the desk to reduce working with the mouse arm stretched.

■ Move the keyboard out of the way if it is not being used.

■ Support the forearm on the desk, and don’t grip the mouse too tightly.

■ Rest fingers lightly on the buttons and do not press them hard.

*Reading the screen*

■ Make sure individual characters on the screen are sharp, in focus and don’t flicker or move. If they do, the DSE may need servicing or adjustment.

■ Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.

■ Make sure the screen surface is clean.

■ When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.

■ Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

***3 Changes in activity***

Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache. As the employer you need to plan, so users can interrupt prolonged use of DSE with changes of activity. Organised or scheduled rest breaks may sometimes be a solution.

The following may help users:

■ Stretch and change position.

■ Look into the distance from time to time, and blink often.

■ Change activity before users get tired, rather than to recover.

■ Short, frequent breaks are better than longer, infrequent ones. Timing and length of changes in activity or breaks for DSE use is not set down in law and arrangements will vary depending on a particular situation.