



Virtual Education Health and Safety Policy & Procedure

Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Policy Owner	Health & Safety Lead
Authoriser	Head of HR
Date of Original Issue	27/03/2025
Date of Next Review	01/09/2025
Version	V1

© Five Rivers Child Care Limited 2022. All Rights Reserved.

The content of this policy is protected by the copyright laws of England and Wales and by international laws and conventions. No content from this policy may be copied, reproduced or revised without the prior written consent of Five Rivers Child Care Limited. Copies of content may be saved and/or printed for use in relation to the business and affairs of the Company only.

Table of Contents

1.	Health and Safety Policy Statement.....	3
1.1	Statement of Intent.....	3
1.2	Objectives and Commitment.....	3
1.3	Data Protection.....	4
1.4	Disclosure of Information.....	4
1.5	Other Information.....	4
2.	Planning.....	5
2.1	Risk Assessment.....	5
2.2	Undertaking Risk Assessments.....	6
3.	Reporting Hazards in the Workplace.....	5
3.4	'5-Steps' to Risk Assess.....	6
4.	Legal and Other Requirements.....	7
5.	HSE/RIDDOR.....	8
6.	Responsibilities of Health and Safety.....	8
6.1	Roles & Responsibilities.....	8
6.2	Employee responsibilities.....	9
6.3	General.....	9
6.4	Accidents and Incidents.....	10
7.	Arrangements for Health and Safety.....	10
7.1	Plan, Do, Check, Act.....	11
7.2	Hierarchy of Control.....	11
7.3	Reporting Incidents & Accidents.....	12
8.	The Checking and Monitoring of Health and Safety.....	13
8.1	Monitoring Health & Safety.....	13
8.2	Monitoring Methods.....	13
8.3	Responsibility.....	13
8.4	Auditing.....	14
8.5	Audit Report.....	15
8.6	External Audits.....	15
9.	Training.....	15
10.	Communication.....	15

11. Consultation with employees.....	15
12. Liability of Safety Representatives.....	17
13. Health & Safety Law Poster - Display	17
14. Covid-19.....	17
15. Display Screen Equipment (DSE).....	18
16. Manual Handling.....	18
17. Electrical Safety.....	18
18. First Aid.....	18
19. Work related stress	19
20. Home working.....	19

1. Health and Safety Policy Statement

1.1 Statement of Intent

It is a primary objective of the Chief Executive of Five Rivers Child Care Ltd to secure the health and safety of those involved in all work-related activities – employees, young people, contractors, visitors, members of the public, volunteers and others on or about the premises of FRCC.

FRCC recognises that the effective control of health and safety of its employees and the young people is of the highest importance, therefore the organisation is committed to complying with relevant Health and Safety Legislation across all areas of FRCC (Educational, Residential and Fostering) and will seek to provide as far as is reasonably practicable, safe and healthy working conditions for all its employees and a safe environment for young people.

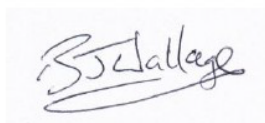
1.2 Objectives and Commitment

Our objectives towards fulfilling this policy are:

- To provide and maintain a safe & healthy environment for employees and young people
- To provide and maintain means of safe access and egress for everyone
- To provide safe plant and equipment
- To provide safe working areas and to develop safe systems of work
- To provide PPE as and when is necessary
- To ensure the safe use, handling, storage and transport of articles and substances
- To ensure effective communication and consultation on health and safety matters throughout the organisation
- To ensure the correct reporting and investigation of all accidents and dangerous occurrences
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to complete tasks and will give them required training to do so
- To prevent incidents and cases of work-related ill health
- To ensure competent persons are appointed to assist in meeting statutory duties as required to continually improve performance
- To review and revise this policy as and when is necessary at regular intervals

Ben Wallage – Group Chief Operating Officer

Signed



Date: 01/09/2024

1.3 Data Protection

- 1.3.1 Five Rivers Child Care Ltd supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care Ltd has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- 1.3.2 Every member of Five Rivers Child Care Ltd has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the FRCC Data Protection Policy.

1.4 Disclosure of Information

- 1.4.1 Any use or disclosure of information held within Five Rivers Child Care Ltd, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

1.5 Other Information

- 1.5.1 This policy has been written as a part of our compliance with UK legal requirements.
- 1.5.2 This Health and Safety policy contains a; statement of intent, responsibilities and arrangements of health and safety and consists of various additional volumes dealing with specific areas and issues structured to assist management across all areas; Education, Residential and Fostering and all meet the requirements of relevant legislation.

2. Planning

2.1 Risk Assessment

- 2.1.1 Five Rivers Child Care Ltd is responsible under Health and Safety law for identifying hazards and controlling risks to anyone affected by their work or the activities of others.
- 2.1.2 Risk Assessments will be arranged or undertaken by the Headteacher, who will also ensure any actions that are required are planned, implemented and effective in reducing the risk. Assessments will be reviewed annually (as a minimum) – six monthly is best practice, or sooner if circumstances/changes suggest this is necessary. Risk Assessments must be more regularly reviewed for maternity, disability, or following Return-to-Work interviews, particularly after a medical/surgical operation.
- 2.1.3 Managers should note when developing a new preventive or corrective action that if new hazards are introduced and/or there is a need for new or changed controls, that these are assessed prior to implementation.
- 2.1.4 Managers are responsible for communicating details of applicable risks and associated controls to their staff (email/team briefings/meetings/1 on 1s). Managers are also responsible for ensuring that all staff complete all required training, both specific to risk that is presented in their role and the mandatory H&S training that is expected to be completed within three months of employment.
- 2.1.5 Below we set out the organisation's responsibilities in ensuring that suitable and sufficient assessments are carried out, appropriate remedial action is taken, and employees are informed of the findings of the assessments.
- 2.1.6 Under the Management of Health and Safety at Work Regulations, Five Rivers Child Care is required to undertake risk assessments to identify any hazards at the workplace and to determine the precautions that need to be taken to safeguard those who might be at risk. The assessment should identify the hazards and assess the risks to employees and any others who may be affected by what the Company does, e.g., contractors, visitors, and temporary employees. The assessments must consider the special needs of those who have disabilities, who are young and inexperienced, and those who are expectant or nursing mothers. The assessment must also specifically consider fire risks. Risk assessments are the responsibility of the Headteacher and are a key element in our procedures for health and safety. Headteacher/ Lead Teachers are responsible for the assessment of working practices within their span of control and either appropriate training, or support will be given. In both cases, there will be a

Health and Safety Policy and Procedure need for all parties to cooperate if the process is to be effective. Risk assessments are also required for work away from the office e.g., project work and Virtual School events. The Headteacher will be responsible for undertaking the assessments in these cases. Five Rivers Virtual education are required to consult with employees on the outcome of risk assessments. The main channel for this is through employee management. All risk assessments will be on SharePoint.

2.2 Undertaking risk assessments

2.1.6 The Headteacher is responsible for undertaking risk assessments in their areas. Employees within each area should be involved in the assessment. Risk assessments will be undertaken to identify the hazards and assess the risks to employees and any others who may be affected by what we do. Hazards are something which could potentially cause harm. The risk assessment indicates the likelihood that the harm will occur and the potential severity. We will assess whether a risk could be eliminated, e.g., by changing working practices and if not, we will consider how it can be minimised. The assessments, carried out by trained employees, will be recorded on the appropriate form and repeated should there be any significant change, or if we have reason to suspect that the previous assessment is no longer valid.

- Step 1 Look for the hazards.
- Step 2 Decide who might be harmed, and how.
- Step 3 Evaluate the risks arising from the hazards and decide whether existing precautions are adequate. If not, you must decide for each significant hazard whether the risk is high, medium, or low. Address the high-risk hazards as a priority. o Can the hazard be eliminated? o If not, how can the risk be controlled so that harm is unlikely?
- Step 4 Record your findings in writing on the relevant form.
- Step 5 Inform your employees, and anyone else at risk, of your findings.
- Step 6 Keep the written assessment on file for future reference; review from time to time and revise as necessary.
- Step 7 The assessment should also be loaded onto the company SharePoint.
- Step 8 Repeat the assessment at regular intervals. Particularly if there have been significant changes in your area.

3. Reporting Hazards in the Workplace

- 3.1 Once a hazard has been identified in the workplace this should be reported to Line Manager/Headteacher immediately or at the earliest practical time. An example of this type of situation could be a loose carpet tile, a broken wire/cable, or a stair light not working.
- 3.2 The Manager/Headteacher will make recommendations as to how the potential risk can be minimised or eliminated as far as is reasonably practical to protect people

from harm. Any actions will be completed within 48 hours of identifying the risk. If this needs to be dealt with by a contractor, contact the Facilities Team. In the case of offices where a landlord has responsibility for maintenance of the building, contact the Landlord/Management Company.

- 3.3 If the hazard cannot be eliminated at the time of identifying the hazard, the manager will complete a risk assessment following the guidelines below. The Risk Assessment is to be circulated to the group of people who will be affected by the hazard.

3.4 '5-Steps' to Risk Assess

1. **IDENTIFY** the hazard (*something that has the potential to do harm*)
2. Decide **WHO** might be harmed & how
3. **EVALUATE** the risks & decide whether the existing precautions are valid or whether more should be done
4. **RECORD** your findings and implement them
5. **REVIEW** your assessment & revise if necessary

4. Legal and Other Requirements

- 4.1 Five Rivers Child Care Ltd uses the Health and Safety Executive website (HSE legislation) to stay up-to-date with current legislation and will be periodically checked and reviewed by the Health and Safety Lead. Across the organisation's services, Fostering, Education and Residential each refer to their own guidance and regulations that are specific/relevant to their own service, as well as the organisation's own Health and Safety policy on Best Practice.

- **Schools and Virtual Service** - All schools work in-line with the organisation's Health and Safety Policy but will refer to the Department for Education for advice and guidance (Statutory Guidance for Schools) (Health & Safety: advice for schools).

- 4.2 Further information including legislative requirements, good practice and guidance in relevance to our organisation can be found in the following documents: -

- The Food Hygiene (England) Regulations 2006
- Control of Substances Hazardous to Health Regulations 2002
- Management of Health and Safety at Work Regulations 1999
- Health and Safety in Care Homes; HSE, 2001
- Road Traffic Act 1991.

4.3 The Health and Safety Lead will ensure that legal requirements and significant changes are notified to the headteacher as and when required. Five Rivers Child Care Ltd will also comply, where agreed, with other requirements which are applicable to its operations.

5. HSE/RIDDOR

5.1 It is the responsibility of the headteacher at Five Rivers Child Care Ltd at the time of the incident/accident to report this to the HSE. Depending on the severity of the accident, reports are to be made immediately. If the employee involved in the accident/incident is off work for more than seven days, then the Manager has fifteen days of the incident occurring. Copies of RIDDOR reports should be sent on to Head of Service, the named Line Manager, Headteacher and the Health and Safety Lead.

6. Responsibilities of Health and Safety

6.1 Roles & Responsibilities

6.1.1 Five Rivers Child Care Ltd recognises the benefits of clearly defined responsibilities for all staff, and these responsibilities are summarised as follows:

- **Chief Executive Officer** has overall accountability for the Health and Safety of all employees of the organisation and any others affected by our operations
- **Heads of Human Resources, Finance, Fostering Operations, Education, Marketing & Communications and Residential Services** are responsible for ensuring that the standards set within the Health and Safety Management System that relate to their functions are met at all times
- **Headteachers** have the day-to-day responsibility of ensuring the company Health and Safety Policy, and the management of Health and Safety is adhered to

- **Health and Safety Lead**, the appointed 'Competent Person' as required under Regulation 7 (1) of the Management of Health and Safety at Work Regulations 1999, has specific responsibility for providing advice guidance and assistance to the Chief Executive, Heads of Department, Directors, Managers and Headteachers and all other staff on Health and Safety matters
- **The Health and Safety Representative** is an appointed person within each team across Education, Residential, Fostering and Head Office to oversee Health and Safety in their respective office/home/school. They work in conjunction with management ensuring effective compliance of all Health and Safety matters
- **All employees** have the responsibility to take reasonable care of themselves, children/young people in their care and others whilst at work. They have responsibility to cooperate with FRCC in assisting them to fulfil their statutory duties. All employees are responsible for reporting and identifying H&S risks and improvements.
- **Line Management** As H&S at work is an integral part of good management it is therefore the direct responsibility of line management at all levels. Every Senior Manager and Manager has the prime responsibility to ensure that the operations of their department do not constitute a hazard to employees and others and in particular that our H&S policy and related procedures are understood and implemented within their areas. They must:
 - explain our H&S policy to new employees at the induction
 - include H&S matters in team briefings
 - conduct risk assessments, taking action to eliminate or reduce risks
 - ensure a prompt review of, and take appropriate action on employee H&S issues
 - ensure that premises and equipment are maintained in good order
 - maintain a high level of cleanliness and tidiness
 - ensure that they know how to contact a first aider

6.2 Employee responsibilities

Under Section 7 of the Health and Safety at Work, etc. Act 1974, all employees have a duty for Health and Safety.

6.3 General

Employees will:

- Comply with all the FRCC Safety Policies, Procedures, Risk Assessments and Safe Systems of Work
- Will **NOT** attempt to operate any form of equipment or machinery which has any safety related defects or damage and these defects must be reported once identified to the headteacher
- To carry out all work activities in a safe and reasonable manner so as not to endanger themselves or others
- Will **NOT** undertake any task for which they have not been trained
- Will maintain high standards of housekeeping in the work location at all times
- All employees should notify their line manager of ANY hazards to H&S that they notice, and any suggestions they may wish to make regarding H&S. The Chief Executive Officer will assist with any H&S matters. Failure to cooperate with these procedures may result in disciplinary action. The duties of employees are to:
 - take reasonable care for the H&S of themselves and others
 - correctly use all work items provided, in accordance with the instruction
 - wear protective equipment where appropriate
 - not interfere with or misuse anything provided in the interests of H&S
 - report maintenance or repair problems promptly to their manager
 - maintain a high level of cleanliness and tidiness
 - ensure that they know how to contact a first aider

6.4 Accidents and Incidents

Employees will:

- Immediately report to their Line Manager/Headteacher any incident (accident, personal injury, work-related ill-health, property damage, dangerous occurrence or near misses)
- Complete incident log when an incident occurs
- Complete the Five Rivers accident report in the case of an accident
- Assist as and when required in the investigation of incidents or near misses

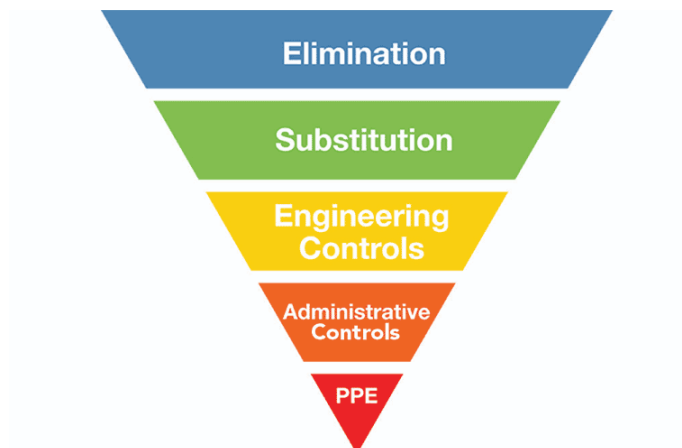
7. Arrangements for Health and Safety

7.1 Plan, Do, Check, Act



7.1.1 Five Rivers Child Care Ltd carry out their duties diligently under the Plan, Do, Check, Act management system. This system designed to achieve a better balance between the systems and behavioural aspects of health and safety management. Plan, Do, Check, Act is an ongoing Management System and requires employers and employees to always work pro-actively and promote positive H&S culture throughout the organisation.

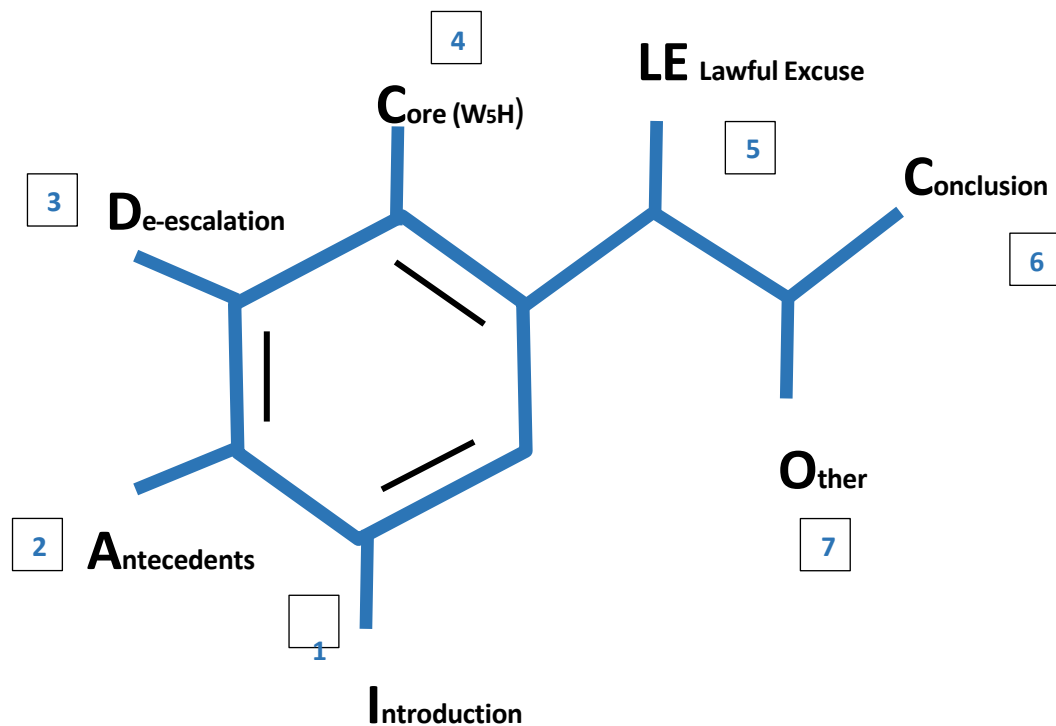
7.2 Hierarchy of Control



7.2.1 Five Rivers Child Care Ltd understand although eliminating the hazard is the ultimate goal, it can be difficult and is not always possible within our line of work. By using the Hierarchy of Control, both employers and employees across Education, Fostering, Residential and Head Office, can use this to clearly identify hazards within their workplace and this will help control the risk.

7.3 Reporting Incidents & Accidents

7-Part Recording Formula



7.3.1 All accidents/injuries (this includes staff and young people) must be recorded. all staff are to receive mandatory Reporting and Recording training & instruction that follows the **7-part Recording Formula** (above) in order to fill out a report competently.

7.3.2 All staff are to log any accidents/injuries for young people and employees. This can be completed online with notification being sent through to relevant parties (Head of Service, Lead Manager, HR and the Health and Safety Lead).

- It is the responsibility of the individual involved to report the accident/incident. If this is not possible, their Line Manager should be notified immediately and they shall report the accident or incident.

8. The Checking and Monitoring of Health and Safety

8.1 Monitoring Health & Safety

8.1.1 Monitoring Health & Safety is the responsibility of all Heads of Service and the headteacher to ensure the effectiveness of this H&S policy. In doing so it will be possible to identify any potential problems and taking action to ensure they do not become a reality. There is also a need to be reactive to any breaches or near breaches of Health and Safety by investigating, for example, why an incident has occurred.

8.2 Monitoring Methods

8.2.1 Five Rivers Child Care Ltd use two ways of measuring how well the Health and Safety Policy is being implemented:

- Proactive monitoring - Regular safety inspections to check standards are being implemented and management controls are working & more detailed safety audits
- Reactive monitoring – is about examining events after they have happened, it involves learning lessons from our mistakes whether they have resulted in injury, illness, damage to property or near misses.

8.3 Responsibility

8.3.1 It will be the responsibility of the headteacher to ensure the working conditions of each location are safe and that safe working practices are being followed. A risk assessment review should be completed on an annual basis (at a minimum) or after any significant change within the workplace.

8.3.2 There will be regular annual audits carried out by the Health and Safety Lead on an annual basis.

8.3.3 The Health and Safety Lead will help aid the headteacher in the process of investigating accidents and work-related sickness records and any significant findings would be acted upon to prevent recurrence and details to be provided to the National Health and Safety Committee. Safety certification is required for the relevant areas and must be accessible to view for review.

8.4 Auditing

8.4.1 Five Rivers Child Care Ltd recognises that health and safety auditing is an effective tool to measure performance and is an essential element in achieving and maintaining high standards of health and safety management.

8.4.2 The aims of health and safety auditing are to establish that:

- Appropriate management arrangements are in place
- Adequate risk control systems exist, are implemented and consistent in line with our procedures set out in the organisational policies
- Appropriate workplace precautions are in place

The audit process involves:

- Collecting information about the Health and Safety Management System through interviews and routine inspections of the properties
- Making judgements about the adequacy and performance of procedures and ensure the standards are consistent and meet the objectives (Statement of Intent) set out by the organisation, ensuring the safety of everyone involved in work activities

8.5 Audit Report

8.5.1 An Audit Report on the service will be carried out on an annual basis. The report compiled by the Health and Safety Lead on the findings of the audit will be submitted to the home/school on completion of each audit. The report will highlight areas of where compliance is being achieved and satisfactory, and any areas which require improvement.

8.5.2 A copy of the report will be forwarded to the relevant headteacher, Senior Leadership Team, Directors, Facilities and Compliance teams.

8.5.3 The objective of the audit is to:

- Review the Health and Safety system, identify areas of low/noncompliance
- Identify employee training needs to create a safer working environment.
- Assess key hazards within the workplace, which will require a Risk Assessment.
- The effectiveness of existing audits and management controls.
- Recommendations for improvement actions to be completed and sent to Health and Safety Lead.

8.5.4 The Health and Safety Annual Audit is divided into the following sections: **Health & Safety Policy, Accidents, Communication, Training, Risk Assessment, Contractors, Document Control, Food Safety, Monitoring, Permits to Work, Safety Signs, Alcohol and drugs, Driving for Work, First Aid, Homeworking, Lone working, New Expectant Mothers, Challenging & Harmful Behaviour, Visitors, Young People & Children, Health & Wellbeing, Asbestos, Clinical Waste, COSHH, DSEAR, Electrics, Lifting Equipment, Manual Handling, PPE, Portable Electricals, Glass, Cutlery/Crockery, Storage & Stacking, Work Equipment, DSE, Fire Safety, Legionella, Slips & Trips, Workplace Stress, Welfare and Environmental.**

8.6 External Audits

8.6.1 External Audits will be undertaken by an external auditor every two to three years or as deemed necessary depending on the outcome.

9. Training

9.1 A new starter to Five Rivers Child Care Ltd must complete an Induction. The Induction consists of a suite of Mandatory courses that consist of face to face and online courses (iLearn) and the completion & sign off of an Induction Booklet. The mandatory training must be completed in the first three months of employment. The courses consist of subjects that are role specific, Health and Safety and are regulatory or statutory requirements. These mandatory courses must be completed as part of the employee's probationary period.

10. Communication

10.1 Whilst the organisation's intranet (Five Rivers - CONNECT) is the principal source of documented communication, other means of communication will be required for persons who do not have immediate access to this. Where required, the Health and Safety Lead will advise and the headteacher with the required communication processes. The headteacher is required to ensure that all necessary Health and Safety information is communicated to their staff via shift handover, departmental/team briefings.

11. Consultation with employees

11.1 Health and Safety Representatives

11.1.1 Meetings with appointed persons to discuss H&S take place amongst the service on a monthly basis. Any matters that cannot be resolved immediately get raised to H&S Lead by the headteacher. Resolutions and/or any further information will

Health and Safety Policy and Procedure
be distributed by the headteacher to all safety representatives for onward communication to their colleagues.

The H&S representatives will:

- Establish, monitor and review how their home/school adhere to the H&S policy
- Oversee the establishment and operation of an effective Health and Safety management system which will control risks and ensure that Five Rivers Child Care is operating within statutory obligations
- The system will need to react to changing demands, sustain a positive Health and Safety culture, and measure, audit and review performance

11.2 Constitution and Membership

- We have a Health & Safety Representatives for our virtual service

11.3 Authority and attendance

- The committee will meet as often as required but not less than twice a year
- Other members across the organisation will attend if necessary

11.4 Responsibilities

- Agree the Health and Safety policy (general intentions, approach and objectives) of the organisation and for employees to request-to-consider any changes
- Consider reports from the Health and Safety Executive and other external authorising bodies and internal H&S working groups and action as appropriate
- Review Health and Safety training, culture and communications
- Encourage the members of your teams to walk around their workplace (Visual check) prior the meeting and highlight any potential hazards
- Review Health and Safety processes and procedures, including appropriate risk management measures, to ensure that they comply with relevant legislation and meet current industry requirements.
- Establish strategies/procedures to implement policy and integrate these into general business activity.
- Specify a structure for planning, measuring, reviewing and auditing Health and Safety policy and ensure this is implemented.
- Implement any audit recommendations, update progress and inform H&S Lead
- Review all responses to accidents and incidents and implement such changes as are necessary at the next meeting.

11.5 Health and Safety National Committee

The committee will:

- Meet as often as required but not less than twice a year
- Cover all H&S matters identified by attendees. Nothing will be out of scope
- Discuss Health & Safety matters organisationally wide to agree actions to fulfil

our obligations within Health & Safety Legislation

- Chaired by the Head of HR, members will include: the CEO, COO, Heads of Service, Facilities, Service Managers, Operational Managers

12 Liability of Safety Representatives

- 12.5 Whilst acting as a safety representative, employees incur neither criminal nor civil liability for any act or omission by them in respect of the performance of their function under the regulations. However, they may still incur liability under Section 7 (which requires employees while at work to take reasonable care for their health and safety, and of other people who may be affected by their acts or omissions at work and to co-operate with the employer in compliance with the relevant statutory provisions) and Section 8 (which provides that no person shall intentionally or recklessly interfere with or misuse any of the relevant statutory provisions) of the Health & Safety at Work Act 1974

13 Health & Safety Law Poster - Display

- 13.5 The head office will display the **Health and Safety Law** Poster, which details emergency contact information, details of the local Health and Safety Enforcement Officer, Employer and Employee responsibilities and duties under Health and Safety Law. Awareness and familiarisation of this poster will form part of the employee's induction.

14 Covid-19

- 14.5 Five Rivers Child Care Ltd is committed to controlling the spread of coronavirus. We will endeavour to follow all guidance given by the government and communicate that guidance to all staff via all portals (Intranet, email, People HR, briefings and meetings).
- 14.6 The risk assessment for managing COVID in the workplace is added to the home/school/office risk assessments and the SMT and adapted to ensure we are taking all necessary steps to ensure that FRCC is a safe place for children, staff and visitors.

15 Display Screen Equipment (DSE)

- 15.1 Five Rivers Child Care Ltd shall ensure that:
- Operators and users at work are provided with adequate information found on iLearn, about all aspects of health and safety relating to their workstations and the measures taken to analyse the workstations and ensure they meet minimum standards
 - All new users shall complete a DSE assessment, including where a new workstation has been set up or when a substantial change has been made to an

Health and Safety Policy and Procedure
existing workstation. Assessments should be repeated if there is any reason to suspect they may no longer be valid, for example if users complain of any pain or discomfort

16 Manual Handling

- 16.1 Specific information and training are given to all staff during their induction via mandatory online training. Five Rivers Child Care Ltd encourage the use of **TILE** procedure when involving themselves in any form of manual handling. **TILE** is an acronym that simplifies best practice in manual handling.
- **T**ask - Think about the manual handling task itself (pushing, pulling, lifting or carrying)
 - **I**ndividual – The person and their capability of carrying out the manual handling task
 - **L**oad – The person or object being moved (consider size, shape, surface & weight)
 - **E**nvironment – assess the area & journey in which you will carry out the task

17 Electrical Safety

- 17.1 Five Rivers Child Care Ltd ensures that any employee required to carry out a task using electrical equipment receives adequate training and instruction. Staff will be instructed by their managers to look critically at what tool/appliance they are to use and visually check for signs of damage.
- 17.2 The headteacher will ensure that a visual check is conducted every month on each appliance listed and that all checks are signed and dated by the person designated to do the checks. Checks do not have to be undertaken by an electrician (i.e. the visual monthly checks), any member of staff can undertake to do the checks if they have electrical knowledge or training.
- 17.3 Portable electrical appliances (anything fitted with a three-pin plug) will receive a formal visual inspection and test every year. The responsibility for testing office equipment supplied and provided by Five Rivers Virtual school rests with the Headteacher. New portable electrical appliances brought from a reputable supplier already fitted with a moulded three-pin plug should not need to be tested before being put into use for the first time, however, it must be visually checked.

18 First Aid

- 18.1 The Learning and Development Manager in cooperation with the health and safety Lead is responsible for assessing the level of first aid provision relating to training.
- 18.2 All staff are trained in first aid.
- 18.3 Accident and Injuries Forms should be recorded on the relevant proforma and

sent to the Headteacher.

19. Work-related Stress

19.1 Five Rivers Child Care Ltd recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. This policy will apply to everyone who is employed or contracted to work for Five Rivers Child Care Ltd.

- Managers will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- Managers will ensure that where stress may have been identified, staff receives help and support.
- Five Rivers will offer confidential counselling for staff affected by stress caused by either work or external factors.

19. Health and well-being

Five Rivers Child Care recognises that whilst a certain degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and performance at work. Five Rivers Child Care is committed to promoting good health at work and it is therefore concerned to recognise any negative effects that stress may have on individual members of employees and provide suitable support mechanisms. Five Rivers Virtual Education will encourage a working environment and culture where work-related stress is treated seriously.

20. Home Working

Five Rivers Child Care's duty of care extends to employees who work from home. It is envisaged that the majority of this work will be mainly PC based. Five Rivers Child Care will ensure that the work equipment provided such as PCs or laptops is regularly checked and kept in good condition so that it does not cause harm to the homeworker or other persons. Five Rivers Child Care will only be responsible for the equipment that it supplies. Electrical sockets and other parts of the home worker's domestic electrical system are their responsibility. To reduce the risk of stress associated with being isolated from the workplace, managers responsible for homeworkers must ensure that there is regular communication between them and other employees. Homeworkers must attend team meetings, and other departmental and team initiatives.