



HEALTH AND SAFETY POLICY AND PROCEDURE

STATEMENT OF INTENT

Oxford Science Studies (OXSS) takes its responsibility for the safety of its students and staff seriously, and therefore follow a number of different procedures to ensure that all sites and activities that are part of an OXSS programme, are safe and suitable for staff and students. All staff and students will have the office number (01865 240637) and know the location of office staff members, in case of any emergency.

The person with responsibility for ensuring compliance with Health and Safety at OXSS:

Name: Nick Strugnell
Title: Managing Director
Phone number: 01865 240637 or 07912496643
Email: nick@oxss.co.uk

COURSE VENUE

OXSS holds courses at a number of different venues and will therefore ensure that any venue they enlist, is safe and without serious risk to those attending/taking part. The landlord of the venues the courses take place at have overall legal responsibility for the health and safety of all personnel on their property (such as their own employees, sub-contractors, members of the public). OXSS will liaise with each venue, to ensure that an appropriate Health and Safety Policy is in place, that assists in keeping all OXSS staff and students safe. OXSS will adhere to any guidelines imposed by the venue, and may implement more, should they feel it is required. OXSS will ensure that there are clear lines of communication with the venue, to ensure all parties are aware of what precautions are in place. OXSS will be made aware of any hazards which may pose a potential risk to the running of their course, and ensure these are relayed to those it may affect. It is important that at least one staff member has visited the site previously, to have a good understanding of the layout, surroundings and obstacles that may come into play, relaying this to other staff members. OXSS will ensure that there is documentation in place, which is relayed to staff and students, should there be anything to note, in regards to their safety.

OXSS will ensure that the venue/spaces are suitable for the number of staff and students who are expected to attend the course, and that it is suitable for students aged between 14 and 19 years of age. OXSS will liaise with the venue to agree when they will enter the venue and when they will depart, what spaces will

be used to ensure that all areas are suitable for the courses to run safely. Fire evacuation points will be drawn up and relayed to all staff and students, should a fire alarm sound in a test or a real fire evacuation.

OXSS will allocate appropriate classrooms for each activity (tutorials, exam practice, group study sessions etc), for the number of students taking part in the activity. For boarding courses, OXSS will not reconfigure any bedrooms, and therefore only allocate students and staff to rooms for the designated number of beds available.

Should a space become unavailable last minute, OXSS has a classroom check list (see Appendix A), whereby they can inspect the room to ensure it is suitable for use, if it was not already listed.

SITE PLANS

OXSS will obtain floor or site plans from venues (or put one together), where appropriate, to guide the staff and students. This will note important locations, such as classrooms, boarding, where to find the office staff and the fire evacuation meeting points will be listed.

STAFFING NUMBERS

OXSS will source an appropriate level of staffing to cover the number of students present. This will include 1:12-1:15 staff/student ratio. Whilst offsite activities are taking place on residential courses, this will be reduced to 1:10-1:12.

FIRST AID

The majority of office staff and residential staff will be first aid trained. This will allow there to always be an adequate number of first aiders to be onsite, at any given time. The majority of the evening entertainments staff (ENTZ), will also be first aid trained.

There will always be first aid supplies onsite. If the venue does not have one over the one day courses, then OXSS will bring one with them. The location of these provisions, will be known to all office staff. During the 3 week courses, OXSS will bring supplies, and have these available in both the office and the boarding houses. Exact location will be confirmed on the course.

When activities take place offsite, a first aid kit will be taken with the staff.

SMOKING

No smoking or vaping is permitted onsite on the OXSS courses.

INFRASTRUCTURE AND LOCAL AMENITIES

Staff and students are made aware of local amenities, such as pharmacies, hospitals etc, in case it is required. Travel instructions are available for all to view, to each of the venues the courses take place at.

OXSS EQUIPMENT

OXSS may bring their own equipment to site, such as photocopiers, laptops. They will ensure that these are safely secured and out the way of causing any hazards. PAT testing will be carried out on OXSS products, to ensure they are safe to be onsite.

RISK ASSESSMENTS

Risk Assessments will be completed for each venue which OXSS holds a course at. One will be produced for any offsite activities that students are taking part in. Each member of staff who is attending the offsite activity, will be familiar with and sign the Risk Assessment to say they have understood and will abide by the document.

STAFF RESPONSIBILITIES

All staff, irrespective of status, have a personal responsibility with regards to health and safety as follows:

- Be familiar with the OXSS Health and Safety Policy and with the standards and procedures it contains and to co-operate and implement its contents.
- Report any hazards seen and, if appropriate, make suggestions for the elimination and control.
- Ensure their work area and communal areas are kept clean and tidy.
- Develop a personal concern for the safety of themselves and others.
- Raise a safety matter with OXSS – this can be relayed to the venue as appropriate.

FIRE SAFETY AND EMERGENCY

All personnel associated with OXSS must familiarise themselves with this fire safety and emergency procedure.

If there is any doubt that the fire cannot be extinguished immediately without risk or injury to individual persons, all staff and students must immediately report to the local fire service (dial 999) and operate the nearest fire alarm call point.

Staff and students must conduct their operations in such a way as to minimise the risk of fire. In particular, no one is allowed to smoke on the premises.

GENERAL INFO

Students are made aware of steps to take to keep themselves safe whilst on the course. If they are unsure on any aspect, they are made aware who they should speak to, and the office number to call.

All staff should work be aware of health and safety. They should:

- Work together on health and safety;
- Be aware and take precautions for their own health and safety;
- Report all health and safety concerns to an OXSS employee

All staff and students will be issued with a lanyard, to clearly identify them as part of the OXSS course, therefore, those not part of the course can be easily identified.

APPENDIX A

Classroom checklist for last minute changes

Questions you should ask		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages? (e.g. water, blood from cuts)			
	For stand alone classrooms: <ul style="list-style-type: none"> • Are access steps or ramps properly maintained? • Are access stairs or ramps provided with handrails? 			
Work at height (falls)	Do you have an 'elephant foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened? (e.g. cupboards, display boards, shelving)			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable? (e.g. a TV set on a trolley)			

	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are surfaces of hot radiators etc. protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects? (e.g. computers)			
Computers and similar equipment	If you use your computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment e.g. laminators, been visually checked and where necessary, tested at suitable intervals to ensure that it's safe to use? (there may be a sticker to show that it has been tested)			
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom have been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire doors in the classroom, are they: <ul style="list-style-type: none"> • Unobstructed • Kept blocked • Easy to open from the inside 			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the fire evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measure in place, for example blinds, to protect from glare and heat from the sun?			