# Chiron OEP Health and Safety Policy

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| Policy implemented: | September 2024 |
| Last reviewed: | September 2026 |
| Next review due: | September 2028 |

## 1. Summary

Chiron OEP is committed to providing and maintaining a safe and healthy working environment for all its staff, students, and any other individuals affected by its activities. This policy outlines our commitment to health and safety, with a particular focus on the unique challenges of working from home and online. This policy is informed by the principles and guidelines set out in the Salutem Health and Safety Policy. We aim to uphold the same high standards of health and safety, adapted to our online and remote working environment.



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# 2. Document Control

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| Initial purpose and scope of the new policy/procedure agreed by: | Ayesha Allen, Principal |
| Technical review carried out: | Craig Harris, September 2024 |
| Final quality check carried out: | Aaron Churchyard, September 2026 |
| Date implemented: | September 2024<br>Version 1.1 - September 2026 |
| Version Number: | 1.1 |
| Date of the next review: | September 2028 |
| Department responsible: | Education |
| Job Title of Lead Person: | Ayesha Allen, Principal |
| Author / Main Contact, including their job title (if different from above): | - |

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. Changes must not be made to Salutem's policies and procedures without corporate approval but, where needed, local procedures should be developed to accompany these.

EQUALITY AND DIVERSITY STATEMENT

The Salutem Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any such factors and all will be treated with dignity and respect.



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This policy must be brought to the attention of all employees.
The controlled version of this policy and its associated documents are available on the Blink Hub. Printed or downloaded copies are uncontrolled and may not be up to date.




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# 4. Content

### 1. Safe Working Environment

We are committed to ensuring that all staff and students have a safe and supportive environment for online learning and work. While we recognise that the space available to students varies and might be limited we want to empower them with an understanding of what a safe and healthy set up looks like so that they can make appropriate moves to create this for themselves:

- **Ergonomic Home Setup**: We provide comprehensive guidelines to help staff and students set up ergonomic workspaces at home. This includes advice on:
    - Proper desk and chair height to support posture.
    - Screen positioning to reduce eye strain and neck discomfort.
    - Adequate lighting to minimise glare and eye fatigue.
- **Workspace Assessments**: Where possible, we offer virtual display screen assessments or self-assessment checklists to help individuals optimise their home setups.
- **Equipment Support**: We explore options to support access to ergonomic equipment, such as laptop stands, external keyboards, or chairs, especially for those who need accommodations. This might mean working with an OT or the school or local authority team to apply for additional support.

### 2. Mental Health and Wellbeing

We recognize the importance of mental health and strive to foster a culture of care and balance:

- Our approach to Mental health and Wellbeing is laid out fully in our Mental Health and Wellbeing policy
- We aim to create a culture in which students feel able to discuss their wellbeing needs and are able to actively engage with their own mental health and wellbeing.
- Through our PSHE curriculum and assemblies we aim to encourage students to understand physical health as a key part of wellbeing and encourage them to take breaks for exercises where appropriate.

### 3. Online Safety

Protecting our digital community is a top priority. We implement strong measures to ensure online safety:

- **Cybersecurity Protocols**: Our systems are protected with up-to-date security software, firewalls, and encryption to safeguard personal data.


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- **Online Safety Policy**: All staff and students are expected to follow our online safety policy, which outlines acceptable use, data protection, and reporting procedures.
- **Digital Literacy Training**: We provide training for both staff and students on:
    - Recognizing phishing and scam attempts.
    - Creating and managing secure passwords.
    - Safe browsing and responsible digital behavior.

**4. Communication and Support**

Open communication and accessible support are central to our health and safety approach:

- **Clear Reporting Channels**: We maintain clear and confidential channels for both staff and students for reporting health and safety concerns, whether physical, emotional, or digital. This can be done through the supervision process or 1:1 tutorials and is an ongoing part of our survey process.
- **Support Services**: Our community has access to:
    - IT support for technical issues.
    - Mental health resources.
- **Regular Check-ins**: Staff and students are encouraged to participate in regular check-ins to discuss wellbeing, workload, and any challenges they may be facing.

**5. Training and Awareness**

We ensure that everyone in our community understands their role in maintaining a safe and healthy environment:

- **Mandatory Training**: All staff and students complete training on health and safety practices relevant to remote learning and working.
- **Ongoing Learning**: We share updates via our staff CPD or school assemblies. Useful links are also shared via Showbie.
- **Policy Awareness**: Our health and safety policy is easily accessible via our website, and we ensure that everyone is aware of their responsibilities and rights.

# 5. Areas of Governance

This policy has been written with expert contribution from appropriate stakeholders. The Information Governance team will monitor, reflect on and gain organisational learning from the implementation of this


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policy. This policy will be reviewed and updated two years from implementation unless legal changes demand a timelier amendment.

The application of this policy and its associated documents is mandatory for all services staff, volunteers, agency staff and all other Salutem representatives. Staff understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

Staff understanding of this policy will be assured through training and the delivery of awareness raising workshops as deemed necessary by Divisional Management. The people we support will be involved in the review to ensure it captures the important issues for them.

# 6. Areas of Responsibility

**Responsibilities**

**Principal**

- Ensure that health and safety considerations are integrated into all planning and decision-making processes.
- Lead CPD on creating and maintaining safe working conditions at home.
- Provide assemblies and pastoral sessions regarding healthy working practices.
- Ensure that resources provided are ergonomic and appropriate for staff and students to use.

**Staff**

- Follow the health and safety guidelines provided.
- Support students to engage in healthy working practices.
- Report any health and safety concerns to the Principal

**Students**

- Follow the health and safety guidelines provided.
- Engage with health and safety assemblies and pastoral sessions.

# 7. Learning and Development


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Salutem is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and through the appraisal process.

Staff will engage with specific Health and Safety training via the Your Hippo platform. This training is renewed yearly.

## 8. Associated Documents

- Salutem Safeguarding Policy
- Chiron OEP Local Safeguarding Policy
- Online Safety Policy
- Mental Health and Wellbeing Policy
- Complaints Policy
- Whistleblowing Policy

## 9. Useful Links

NHS very Mind Matter – Working from home advice

Keeping children safe in education - GOV.UK

## 10. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

| Version Number | Date | Status | Changes |
|---|---|---|---|
| V1.0 | Sep 2024 | New | New policy |
| V1.1 | Sep 2026 | Review | Updated links |
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