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# **Health & Safety Policy 2023**

## **Physis Heathgates Academy**



## Health & Safety Policy

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## 1.Aim

Physis Academy aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and are regularly inspected.

## 2. Scope of the Policy

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

## 3. Policy Statement

The Proprietor has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.



#### **4. Roles and Responsibilities**

##### **The governing board**

The governing board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

The governor who oversees health and safety is.

##### **Headteacher**

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, Lisa Beaman assumes the above day-to-day health and safety responsibilities.

##### **Health and safety lead**

The nominated health and safety lead is Craig Seretny.

##### **Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the school on health and safety matters.
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them.
- Employees are to co-operate with the Headteacher to enable him/her to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly.

##### **Staff holding posts/positions of special responsibility**



These staff:

- Have a general responsibility for the application of the authority's safety policy to their own area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that area. Advice or instructions given by the authority and the Headteacher, including the relevant parts of this statement, shall be observed.
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water)
- Shall resolve any health and safety problem any member of staff may refer to them and refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- Shall carry out regular safety inspection of the activities for which they are responsible and where necessary, submit a report to the Headteacher.
- Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and Young People to avoid hazards and to contribute positively to their own safety and health at work.
- Shall, where appropriate, seek the advice and guidance of the relevant advisor or officer of the authority.
- Shall propose to the Headteacher requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

### **Pupils and parents**

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **Contractors**

Physis Quantum recognises that it has a responsibility to provide a safe and healthy working environment, and this includes controlling the safety and work of visitors and contractors when present on company premises.

The Company will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and Construction (Design and Management) Regulations 1994. And with the specific Approve Codes of Practice (L21) (HSG 224) and guidance notes issued by the Health and Safety Executive.

The following rules and procedures will be applied in relation to this area or work activity.

Visitors and contractors will not be permitted on Company premises unless specifically authorised and, where necessary, supervised at all times by a company employee.

All Visitors and contractors will be required to comply with the Company Health and Safety Policy and relevant rules and procedures.



The Company will take all reasonable steps to ensure the health and safety of all visitors and contractors.

The company will provide all visitors and contractors with such information, instruction and training as required to ensure their health and safety and to assist them in complying with their obligations.

Including:

- Safety policy
- Relevant risk assessments
- Relevant safe systems of work
- Emergency response procedures
- First aid facilities
- Welfare facilities
- Site rules and procedures
- Safety plans
- Site induction training

All visitors and contractors must report to the school office upon arrival and leaving.

The Company will take account of the possible presence of visitors and contractors when developing, implementing and practising fire and other emergency procedures.

All visitors and contractors must report immediately any accidents or incidents resulting in injury or damage to the Company.

The company will record all accidents or incidents involving visitors and contractors and comply with their legal reporting requirements under RIDDOR.

All contractors will be expected to comply with all relevant legal requirements, codes of practice and guidance operations and work activities.

Only approved contractors that will be authorised to carry out work for or on behalf of the Company.

All contractors will be subjected and suitability before being approved to a rigorous assessment of their competence systems list including assessment of the following documentation and systems.

- Health and Safety Policy
- Risk assessments
- Safe systems of work or working procedures
- Monitoring arrangements
- Training records
- Accident incident records
- Enforcement action records
- Suitable references



## 5. Site security

Craig Seretny (Headteacher) and Jan Classon (Home Manager) are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Craig Seretny, Jan Classon and Mel Johnson are key holders and will respond to an emergency.

## 6. Fire Safety

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

To assist us in achieving the highest level of fire safety we have employed Ardenlea Fire Consulting Limited to carry out annual Fire Risk Assessments and ensure that all precautions are taken, and all procedures followed.

*Our priority at all times is the safety of individuals.*

Emergency evacuations are practiced at least once a term, and when new members of staff start. The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. There is one assembly point, located at the back of the school car park.
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Headteacher or Cheryl Fleetwood (SENDCo) will take a register of all staff and pupils.
- Staff and pupils will remain outside the building at the fire assembly point until the emergency services say it is safe to re-enter.
- Fire risk assessments are undertaken annually, by Ardenlea Fire Consulting Limited, however if required, Ardenlea will be asked to complete additional assessments, should the Manager feel this necessary. These may include alterations to the premises or new work processes.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly.
- All fire extinguishers will be serviced and maintained annually by Snowdonia Fire and Security.
- Alarms are checked annually and bi-annually by EDA security Ltd and tested weekly by the team.
- Emergency lighting is checked every 6 months by EDA security Ltd and weekly by a responsible person.


















- All visitors must be logged into the Visitors Book in the office on arrival at the home.

## 7. Emergency Evacuation Plan

What do you do if you discover a fire?

-  Raise the alarm as quickly as possible.
-  Remove yourself / children from any danger by evacuating immediately using the nearest available fire exit. The onus is on staff to ensure that under 18s in particular get out of the building safely.
-  Stay calm at all times.
-  If possible close all doors behind you on exiting.
-  Leave the school at the nearest exit.
-  Go straight to the assembly point (Far corner of the school car park - direction clearly signposted) and complete the roll call.
-  Fire Alarm Status: If the fire alarm is for a genuine fire, then the designated person (Fire Warden) must call the fire brigade as soon as possible.

What not to do

-  Don't put yourself or others at risk.
-  Do not enter a room if there is evidence of a fire.
-  Don't panic.
-  Don't stop to collect your things (they can be replaced, you can't!)
-  Don't try to tackle the fire yourself.
-  Don't go back into the school until staff or a fire service say it is safe to do so.



The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

## **8. Advice and Training**

The Headteacher will make available to all employees the pamphlet 'Health and Safety Law: what you need to know' published by the Health and Safety Executive. The Headteacher undertakes to make such advice and information available to all appropriate employees. The Headteacher will also ensure that all employees receive appropriate health and safety training.

The overall aim of the above is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all People using the premises:

- To establish and maintain a safe and healthy environment throughout the organisation.
- To establish and maintain safe working procedures among staff and Young People.
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instructions and supervision to enable all people working on site and Young People to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
- To ensure the provision of sufficient information, instructions and supervision to enable all visitors on the site to avoid hazards and be aware of appropriate health and safety procedures.
- To maintain a safe healthy place of work and safe access and egress from it.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the organisation premises.
- To lay down procedures to be followed in case of accident.
- To provide and maintain adequate welfare facilities.
- Responsibilities and Duties in matters concerned with safety.

### **To know and apply the emergency procedures in respect of fire and first aid.**

- To use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others.
- To inform the Headteacher and governing body health and safety working party/committee of any potential hazards (but only within their own knowledge and experience)
- To co-operate with other employees in promoting improved safety measures in their organisation.
- To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.



## 9. Accident Reporting

It is our aim at Physis Heathgates Academy to minimize accidents. We do this by:

Where any new equipment is bought, staff are given training on how to use it.

Staff and Young People are reminded of organisation rules regarding the health and safety of themselves and others, and of the constant need for self-discipline to minimize the harming of themselves and their colleagues and peers.

It is an aspect of organisation life that accidents will happen, and when these do they are logged Immediately. Staff present at the time of the accident, or staff, on having an accident reported to them, are responsible for ensuring all incidents are logged in the accident book.

## 10. Accident record book

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.

As much detail as possible will be supplied when reporting an accident. Information about injuries will also be kept in the pupil's educational record Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

## 11. Animals

If staff wish to bring an animal on site, then the permission of the Headteacher must be sought. A written statement outlining the reasons for the above is to be given to the Headteacher, outlining hygiene arrangements prior to the visit.

## 12. Asthma

The care team will provide inhalers to the school for young people with asthma. Medication is stored in a locked cabinet within the main office of the school. **ONLY** medication trained personnel can handle and dispense medication within school. Any dispensed medication will be fully documented and shared with the home to ensure accurate consistent reporting and documenting.

## 13. Building Maintenance



The organisation uses a maintenance contractor to ensure the good repair of the buildings. If an area is unsafe, it is immediately sectioned off and reported to the Headteacher. The Headteacher will ring the site surveyor to authorise work to be completed.

#### **14. Cleaning**

Any issues relating to the cleanliness of the organisations premises or site should be immediately directed to the Headteacher.

#### **15. Communicable Diseases**

These are detected as soon as possible, with the Young People being isolated. People are informed in the following order:

The Headteacher, who will firstly take appropriate advice and then the parents/carers.

Care staff are asked to take the Young Person to the doctor.

Young People should not return to organisation until the incubation period is complete.

If symptoms re-appear all staff inform the Headteacher immediately.

See also Appendix 1 for further information on diseases and their isolation periods.

#### **16. COSHH**

Chemicals used regularly should be approved under COSHH protocols once each year. Assessments for new chemicals must be carried out by approved representatives.

The organisation only uses authorised substances. All reps attempting to sell cleaning materials are refused.

The highest standards of safety regarding COSHH substances are implemented, e.g. locked cabinet.

Cleaning substances and washing detergent is stored in line with COSHH recommendations, and deliveries are locked away immediately.

No staff are allowed to store any chemical that is not used by the organisation. Only staff with a COSHH certificate are permitted to use cleaning chemicals.

#### **17. First Aid**



First aid boxes are located in the office, science room, cookery room, canteen and first aid room. The designated staff member for First Aid checks the boxes regularly and replaces used stock. All care staff receive Emergency First Aid training as part of their induction programme.

## **18. Administration of Medication Medical Conditions and Medication**

Medication is stored in a locked cabinet within the main office of the school. **ONLY** medication trained personnel can handle and dispense medication within school. Any dispensed medication will be fully documented and shared with the home to ensure accurate consistent reporting and documenting.

## **19. Health and Safety Risk Assessments**

All staff bear responsibility for reporting issues relating to site on a day-to-day basis for potential risks. The Headteacher should be informed in respect of any perceived risk at the earliest practicable opportunity. If professional services are required, the Headteacher is responsible for making the required arrangements.

Each month, a designated staff member will conduct an inspection of the site. All findings are recorded. It is the responsibility of all staff to report potential hazards and risks to the Headteacher.

## **20. Reporting to the Health and Safety Executive**

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7

consecutive days

Where an accident leads to someone being taken to hospital

Where something happens that does not result in an injury, but could have done.



Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

### **21. Reporting child protection agencies**

The Headteacher will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care. Schools with Early Years Foundation Stage provision and registered with Ofsted add the section below:

### **22. Reporting to Ofsted**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### **23. HIV/AIDS and Blood Borne infections**

All staff should follow the following health and safety procedures:

Staff will:

Wear a pair of gloves when dealing with body fluid. A new pair of gloves are worn for each new person to prevent infection of others.

Used gloves, soiled dressing and swabs are disposed of separately in a refuse bag marked "Body Fluids" in accordance with Organisation's policy.

Any staff or young person who is bitten and the resulting injury breaks the skin will be taken to the A&E unit at Shrewsbury/Telford for advice and possibly post exposure immunisation. Known information about the other young person involved in the incident will be passed to the A&E unit, where appropriate.

Members of staff are asked to note that induction and on-going training is provided and available to all members of staff.

### **24. Maintenance of Equipment**

Under the contract with the appropriate maintenance company the following are tested annually:



- Fire Alarm system
- Firefighting equipment
- Boiler service
- Emergency lighting
- CCTV/Alarms
- Water testing – Legionella

## **25. Electrical equipment**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the Headteacher immediately.

All isolators' switches are clearly marked to identify their machine.

An approved contractor manages the PAT testing and safety aspects of electrical equipment at the Organisation.

All staff are aware that any electrical equipment, which is considered unsafe, is reported immediately to the Headteacher and recorded in the maintenance file held by the Headteacher.

The equipment should not be used until repair has taken place.

Recognized contractors are used for repairs e.g. for computers.

It is organisation policy not to buy second hand electrical equipment.

Staff are not permitted to bring any electrical equipment into organisation without prior permission of the Headteacher.

Electrical: An approved contractor tests all electrical appliances and equipment on an annual cycle.

## **26. Display screen equipment**

All staff who use computers daily as a significant part of their normal work have a display screen equipment.

(DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

## **27. Manual Handling**



Manual handling training is provided on induction to the company for employees whose jobs may include duties of this nature. All staff can request access to manual handling training should their job role require this, or they feel it would be beneficial.

- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.
- Staff and pupils are expected to use the following basic manual handling procedure:
- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

### **28. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

The maintenance coordinator retains ladders for working at height.

Pupils are prohibited from using ladders.

Staff will wear appropriate footwear and clothing when using ladders.

Contractors are expected to provide their own ladders for working at height.

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.

Access to high levels, such as roofs, is only permitted by trained persons.

### **29. Occupational Health Services and work-related stress**

Stress is defined as “a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual’s ability to cope.”

Staff who are showing signs of work-related stress – high blood pressure, heart disease, anxiety, depression, ulcers and thyroid disorders, short term memory loss, stomach disorders, low personal esteem etc. – will be referred to local OHS for support and professional advice.

At organisation level, support for stressed employees include:

- Re-examination of the workload with a view to making beneficial changes
- Suggesting support from an appropriate counsellor
- Recommending consultations with their GP
- Directing the employee to the OH Physician

### **30. Physical Restraint/Violence at School**





We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

The Company will endeavour to comply with the relevant legal requirements, contained the Management Health Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approve Code of Practice (L21) and guidance notes (INDG69) issued by the Health and safety Executive.

The Physis Heathgates Academy has adopted the PRICE and emotion Coaching approach with the emphasis on de-escalation and positive dialogue to resolve areas of difficulty. All staff receive restraint training as part of their induction, and this is refreshed yearly.

Where work related violence is due to physical violence, mental abuse or threatening behaviour by management or a fellow employee the Company will fully investigate the feasibility of taking legal and/or disciplinary proceedings against any perpetrators as appropriate.

All employees are required and encouraged to report to their manager/ supervisor any incidents of work-related violence regardless of the circumstances.

Employees who have been victims of, or otherwise affected by work related violence will receive all support, counselling, legal advice or other assistance from the Company as is necessary to assist them in their recovery.

### **31. Slips and Trips**

All slips and trips should be recorded in the accident book. The Headteacher should be informed immediately so that the area can be made safe. If necessary, a warning sign will be placed over the area until the hazard is removed.

- See Accident Reporting for further guidance on how to record an accident.

### **32. Organisation Trips**

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.



Organising Staff completes a risk assessment form and the associated checklist for each visit in advance of the trip. Young People should always wear a seatbelt when traveling by car, coach and minibus. All volunteers must be DBS checked and are not permitted to have any unsupervised contact with the young people.

### **33. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

### **34. Sun Care**

Young People are encouraged to wear loose clothing protecting bare skin. Young People are asked to wear a sun hat in warm weather and an appropriate sun factor cream.

### **35. Training and Induction**

All new members of staff are immediately made aware of the H&S policy on joining the organisation. Training will be given in-house or via external courses as appropriate.

Outside agencies come into organisation to train staff e.g. The Health and Welfare Nurse on asthma, Fire safety etc.

All staff are made aware of procedures on first aid, accident, fire and emergency form the organisation handbook. They are aware that failure to follow the above procedures is a disciplinary offence.

### **36. Gas safety**

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.



Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

### **37. Legionella**

The Headteacher is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book.

This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following:  
temperature checks, heating of water, disinfection of toilets

### **38. Asbestos**

To ensure the health and safety of staff from asbestos contamination whilst on the organisation site, the company follows these procedures:

Any member of staff believing they may have discovered asbestos on the organisation site will immediately vacate the vicinity, evacuating everyone else where this is considered practical.

The concerned member of staff will immediately inform the Headteacher of the possible presence of asbestos.

The Headteacher will instruct the maintenance team to make an initial inspection of the material believed to be asbestos.

If asbestos is confirmed or if the material cannot definitely be certified as 'safe' the caretaker shall request a council-approved specialist contractor to take immediate and appropriate action with the identified material, whether this be:

- Immediate removal
- Programmed removal
- Encapsulation

No action in those cases where detailed examination and testing confirms that it is safe to do so.

### **39. Waste Disposal**

Physis Quantum recognises that it has a responsibility to provide a and healthy working environment and that this includes ensuring that its activities do not have an adverse effect on the general and local environment.

The Organisation will endeavour to control such adverse effects on the environment and to comply with the legal requirements and duty of care imposed by the Environmental Protection Act 1990.



The following rules and procedures will be applied in relation to this area:

The Company will control and reduce the amount of packaging used within its business activities.

The company will implement measures to minimise the amount of waste materials arising from its business activities.

The Company will implement measures to minimise the amount of paper and similar products used within its business activities.

The Company will control emissions to the atmosphere to the levels set by legal requirements.

The Company will control liquid discharge to within limits set by the Environment Agency.

The Company will implement measures to prevent the escape of waste from its business activities.

The Company will ensure that waste is only transferred to an authorised contractor and provide a written description of the waste, maintaining records for the minimum prescribed period of two years.

The Company will ensure that appointed waste contractors are authorised in respect of the different categories of waste.

#### **40. Smoking**

Smoking is not permitted anywhere on the school premises.

#### **41. Infection prevention and control**

We follow national guidance published by Public Health England when responding to infection control issues.

We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

##### **1. Handwashing**

Wash hands with liquid soap and warm water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings.

##### **2. Coughing and sneezing**

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues.

Spitting is discouraged.

##### **3. Personal protective equipment**

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where

there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)



Wear goggles if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

#### 4. Cleaning of the environment

Clean the environment frequently and thoroughly.

#### 5. Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

Make spillage kits available for blood spills.

### **42. Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

See appendix 1 for Recommended absence period for preventing the spread of infection.

### **43. New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

### **44. Consultation Arrangements**

The Headteacher has consulted at length with:

- Ardenlea Fire Consulting Limited
- EDA
- Snowdonia Fire and Security
- Shropshire LEA advisory unit
- The Health and Safety Executive (HSE)



#### 45. Publicising the policy

The H&S policy and any revisions will be discussed with staff during team meetings and training sessions and made available on the organisations intranet.

#### 46. Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (e.g.

Factories Inspector or Environmental Health Inspector), the Headteacher should immediately advise the Head of Service.

#### 47. Appendix 1

Recommended absence period for preventing the spread of infection This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there is further information in the guidance on the symptoms, [Chapter 9: managing specific infectious diseases - GOV.UK \(www.gov.uk\)](#)

Infection or complaint	Recommended period to be kept away from school
Athlete's Foot	None
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.

Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to antiTB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough



Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment
Conjunctivitis	None
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required
Hepatitis C	None
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None
MRSA (meticillin resistant Staphylococcus aureus)	None
Mumps	5 days after onset of swelling (if well).
Threadworm	None
Rotavirus	Until 48 hours after symptoms have subsided.